

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

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



## **Referral Packet - Final**

**Wednesday, August 14, 2024**

**7:00 PM**

**CITY COUNCIL CHAMBERS  
CITY HALL**

### **City Council**

***TANESIA M. WALTERS, J.D., M.P.A.***  
*City Clerk*

***NICOLE J. BONILLA, M.B.A.***  
*Deputy City Clerk*

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**A REGULAR MEETING OF THE CITY OF THE MOUNT VERNON CITY COUNCIL  
HELD ON WEDNESDAY, AUGUST 14, 2024  
Scheduled for 7:00 pm in the City Council Chambers, City Hall, Mount Vernon, New York.**

*\*\*\* This meeting was held in the City Council Chambers, with virtual participation via ZOOM and CMVNY Facebook. The meeting was not closed to the public.\*\*\**

PRESIDING: Cathlin B. Gleason, President

OTHERS: Tanesia M. Walters, City Clerk; Antoinette Anderson, Legislative Aide; Johan Powell, Deputy Corporation Counsel.

### **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

Council President Cathlin B. Gleason called the meeting to order and provided general house-keeping rules, including encouraging citizens to share the meeting on social media and what to do “in case of emergency”. Council President Gleason explained the 3-minute-plus-1 public comment rule. She then asked a Councilperson to lead the council in the Pledge of Allegiance. Council President then proceeded to the Public Speakers session of the evening (listed below as public comment).

### **PRESENTATION**

### **PUBLIC COMMENT**

### **REFERRAL SESSION**

Roll Call administered by City Clerk Tanesia M. Walters

### **REPORTS OF STANDING COMMITTEES AND ACTION THEREON**

**To the Council:**

#### **LEGISLATION AND PUBLIC WORKS**

1. Law Department: An Ordinance Authorizing the Mayor to Enter Into a Contract with Gallagher Bassett for Third-Party Administrator Services

**Code:** LPW

**Attachments:** [Referral Letter - Request to Authorize the Mayor to Contract with Gallagher Bassett to Serve as the Third-Party Administrator for the City's Legal Claims.pdf](#)

2. Department of Management Services: An Ordinance Amending Ordinance No. 2, Adopted by the City Council on June 26, 2024, Entitled “AN ORDINANCE AUTHORIZING THE DEPARTMENT OF MANAGEMENT SERVICES TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR A SUPPORT CONTRACT FOR THE DELL VXRAIL ENVIRONMENT”

**Code:** LPW

**Attachments:** [Dell VxRail ordinance for RFP Date Change for City Council August 14 2024.pdf](#)

3. Department of Management Services: An Ordinance Authorizing the Transfer of Funds Within the Department of Management Services Budget

**Code:** LPW

**Attachments:** [Approval of budget transfer of \\$35,000 from A1680.486 to A1680.407 for August 14th 2024 city council.pdf](#)

4. Department of Management Services: An Ordinance Retroactively Approving the Attendance of Director Allen at the National Association of Black Journalists' Convention (July 31st to August 4, 2024)

**Code:** LPW

**Attachments:** [Request for Attendance of the National Association of Black Journalist for Director Allen.pdf](#)  
[NABJ24 August 2nd Part 2.pdf](#)  
[NABJ24 August 2nd.pdf](#)  
[NABJ24 August 3rd.pdf](#)  
[NABJ24 August 4th.pdf](#)  
[NABJ24 JULY 31st.pdf](#)  
[NABJ24 August 1st.pdf](#)

5. Office of the Mayor: An Ordinance Authorizing the Sponsorship of the 3rd Annual Hispanic Heritage Month Celebration (to be sponsored by the Mayor's Office, Recreation Department, and Westchester Latinos Unidos).

**Code:** LPW

**Attachments:** Referral - 3rd Annual Hispanic Heritage 2024.pdf  
[PD Response Hispanic Heritage.pdf](#)  
[DPW Response Hispanic Heritage Month.pdf](#)  
[FD Response Hispanic Heritage Month.pdf](#)

6. Office of the Mayor: An Ordinance authorizing the Mayor to enter into a Memorandum of Understanding (MOU) with Bloomberg Harvard City Leadership Initiative for the On-boarding of a Fellow (two years)

**Code:** LPW

**Attachments:** [Referral Letter - Memorandum of Understanding \(MOU\) with Bloomberg Harvard City Leadership Initiative.pdf](#)

7. Office of the Mayor: An Ordinance authorizing the Mayor to Accept Funding from the Urban Renewal Agency for the Office of Neighborhood Safety & Engagement - (\$400,000.00 from the URA)

**Code:** LPW

**Attachments:** [Acceptance of Funds.pdf](#)  
[June 14 2023 Creation of Office.pdf](#)  
[March 13, 2024 Creation of Director.pdf](#)

8. Office of the Mayor: An Ordinance authorizing the Transfer of Funds within the Office of the Mayor for the Purchase of Office Furniture

**Code:** LPW

**Attachments:** [Referral Letter - Transfer of Funds 7-24-24.pdf](#)

9. Department of Public Works: An Ordinance authorizing a Budget Line Transfer to Cover the Purchase of Lactation Pods for Mount Vernon City Hall

**Code:** LPW

**Attachments:** [Mamava Letter.pdf](#)  
[NYS DOL Policy on the rights of employees to pump in the workplace](#)  
[Information for Employers for Breast Pumping](#)

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10. Department of Public Works: An Ordinance authorizing the Mayor to enter into a Payment Contract Agreement with A+ Technology & Security Solutions Inc. for the Installation of Avigilon Cameras at DPW's Main Building (Canal Street) and Marina
- Code:** LPW
- Attachments:** [A+ Technology Contract Agreement for Camera Legislation \(33 Canal Street\).pdf](#)
11. Department of Public Works: An Ordinance Authorizing the Mayor to enter into a Payment Contract Agreement with A+ Technology & Security Solutions Inc. for the Installation of Interior and Exterior Avigilon Cameras at Memorial Field
- Code:** LPW
- Attachments:** [A+ Technology Contract Agreement for Camera Legislation \(Memorial Field\).pdf](#)
12. Department of Public Works: An Ordinance authorizing the Mayor to enter into a Payment Contract Agreement with A+ Technology & Security Solutions, Inc. for the Installation of Avigilon Cameras at City Hall
- Code:** LPW
- Attachments:** [A+ Technology Contract Agreement for Camera Legislation \(City Hall\).pdf](#)
13. Department of Public Works: An Ordinance to Establish a 2024 List of Qualified Minority and Women-Owned Business Enterprise (MWBE) General Contractors
- Code:** LPW
- Attachments:** [Establishing 2024 List of MWBE Qualified Contractors \(revised 2nd version\).pdf](#)
14. Department of Public Works: An Ordinance to Approve Engagement with Safety Kleen Systems, Inc. for Cleaning the Oil Water Separator at the Department of Public Works Facility (NYSDEC Consent Order Compliance)
- Code:** LPW
- Attachments:** [NYSDEC CONSENT ORDER COMPLIANCE-DPW FACILITY-OIL-WATER SEPARATOR CLEANING.pdf](#)

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15. Department of Public Works: An Ordinance Retroactively Authorizing the Use of Purdys Park for a Community Outreach Event Organized by Con Edison Community Outreach Team (Saturday, August 3rd, 2024, from 2:00 p.m. to 5:00 p.m.)
- Code:** LPW
- Attachments:** [Use of Purdys Park for Con Ed Community Outreach.pdf](#)
16. Department of Public Works : An Ordinance Amending Ordinance No. 2, Adopted by the City Council on October 25, 2023, Entitled "AN ORDINANCE AUTHORIZING THE ACQUISITION OF SMART COVER TECHNOLOGY FOR MS4 MANAGEMENT AND DATA COLLECTION"
- Code:** LPW
- Attachments:** [Acquisition of Smart Cover Technology - amendment.pdf](#)
17. Department of Recreation: An Ordinance Authorizing the Co-Sponsorship of the Mount Vernon Seventh Day Adventist Health Fair - (to be held at Hartley Park on Saturday, August 24, 2024, from 3:00 p.m. to 7:00 p.m.)
- Code:** LPW
- Attachments:** [7th Day Health Fair.pdf](#)  
[PD Response Recreation SDA Health Fair.pdf](#)  
[FD Response Recreation Health Fair Co Sponsor.pdf](#)
18. Department of Recreation: An Ordinance Retroactively Authorizing the Co-Sponsorship of "the Twilight Series" by the Department of Recreation and Friends of Mount Vernon, Recreation and Youth Programs, Inc.
- Code:** LPW
- Attachments:** [twilight series .pdf](#)
19. Department of Recreation: An Ordinance Authorizing the Mount Vernon Recreation Department to Co-Sponsor the "MVP Fitness Court Challenge with MVP Healthcare"
- Code:** LPW
- Attachments:** [MVP COURT CHALLENGE.pdf](#)  
[DPW Response MVP Fitness.pdf](#)  
[FP Response MVP Fitness Court Challenge.pdf](#)
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20. Department of Recreation: An Ordinance Authorizing the Mount Vernon Recreation Department to Co-Sponsor the Big Block party with Buttafly LLC - (Saturday, August 31, 2024, from 12:00 p.m. to 5:00 p.m.)
- Code:** LPW
- Attachments:** [big block party.pdf](#)  
[PD Response Big Block Party.pdf](#)  
[DPW Response Big Block Party.pdf](#)  
[FD Response Big Block Party.pdf](#)
21. Board of Water Supply: An Ordinance Authorizing the Renewal of the Accounting Consultancy with Ms. Cynthia Owens for the Board of Water Supply
- Code:** LPW
- Attachments:** [WTR - Referral Letter 07092024.pdf](#)
22. Board of Water Supply: An Ordinance authorizing a Water Rate Increase Effective January 1, 2025
- Code:** LPW
- Attachments:** [Water Rate Increase Request.pdf](#)
23. City Council: An ordinance Regulating Business Video Cameras in the City of Mount Vernon, New York
- Code:** LPW
- Attachments:** [Business Camera Regulation.pdf](#)
24. Office of the City Clerk: A Resolution of the City Council of the City of Mount Vernon Acknowledging the City Council's Appointment to the Mount Vernon Charter Review Commission - (Morenike (Nike) E. Williams, SPHR)
- Code:** LPW
- Attachments:** [Morenike E Williams.pdf](#)
25. Office of the City Clerk: A Resolution of the City Council of the City of Mount Vernon acknowledging the Mayoral appointment to the Mount Vernon Charter Review Commission (Rosia Blackwell Lawrence)
- Code:** LPW
- Attachments:** [Rosia Blackwell Lawrence.pdf](#)
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**To the Council:****HUMAN RESOURCES**

26. Department of Recreation: An Ordinance Authorizing the Mayor to Enter into a Memorandum of Understanding (MOU) with Feeding Westchester

**Code:** HR

**Attachments:** [Feeding WestchesterLegletter.pdf](#)

27. Youth Bureau: An Ordinance Authorizing the Mayor to enter into an Agreement with Smart Steps for the Mount Vernon Youth Bureau's Safe Place

**Code:** HR

**Attachments:** [SP4OG Smart Steps summer.pdf](#)

28. Youth Bureau: An Ordinance Authorizing the Mayor to Retroactively Enter Into an Agreement with Break Bread, Not Hearts for the Mount Vernon Youth Bureau's Safe Place for Our Girls and Safe Haven Summer Programs

**Code:** HR

**Attachments:** [Safe Haven \\_ SP4OG summer w Chef Green.pdf](#)

29. Youth Bureau: An Ordinance Authorizing the Mayor to Retroactively Enter into an Agreement with Inferno365 Fitness for the Mount Vernon Youth Bureau's Safe Place for Our Girls and Girls Embracing Maturing Programs (from July 9, 2024 to August 16, 2024)

**Code:** HR

**Attachments:** [Inferno365 Fitness summer.\(1\)docx.pdf](#)

**To the Council:****PUBLIC SAFETY AND CODES**

30. Fire Department: An Ordinance Authorizing the Transfer of Funds for the Purchase of a Fire Department Command Vehicle

**Code:** PSC

**Attachments:** [Agenda Letter ARPA Transfer .pdf](#)

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31. Fire Department: An Ordinance Amending Ordinance No. 17, approved by the City Council on September 14, 2022, entitled “AN ORDINANCE AUTHORIZING THE FIRE DEPARTMENT TO PURCHASE TWO (2) COMMAND VEHICLES AND PAYMENT OF THE EQUIPMENT WITH ARPA FUNDS”
- Code:** PSC
- Attachments:** [Agenda Letter ARPA Amend Legislation.pdf](#)
32. Fire Department: An Ordinance authorizing the Use of City Parking Lot #1 for a Fundraising Car Wash by Local 107 UFFA
- Code:** PSC
- Attachments:** [Agenda Letter Union Local 107 Event .pdf](#)  
[FDMV- Event Map .pdf](#)
33. Industrial Development Agency: An Ordinance Establishing Temporary Designated On-Street Designated Parking at 30 Warren Place to Accommodate Holiday Shopping (November 5 and December 31, 2024)
- Code:** PSC
- Attachments:** [Referral Letter Designated Parking American Christmas July 2024.pdf](#)  
[American Christmas - Holiday Lane 2023 News Article.pdf](#)  
[Street View 30 Warren Place.pdf](#)
34. Department of Public Safety: An ordinance Authorizing the Mayor to Enter into a One-Year Agreement with CentralSquare for Software Licensing and Maintenance
- Code:** PSC
- Attachments:** [CentralSquare Referral Letter \(2\).pdf](#)
35. Department of Public Safety/Parking Bureau: An Ordinance Authorizing the Transfer of Funds Between Budget Lines Funded by the Police Department and the Parking Bureau
- Code:** PSC
- Attachments:** [Request to Transfer Funds Between Budget Lines PB to PD](#)

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36. Department of Public Safety: An Ordinance Retroactively Authorizing a One-Year Leave of Absence for Computer Console Operator, Deanna Algieri
- Code:** PSC
- Attachments:** [Leave of Absence D. Algieri](#)
37. Department of Public Safety: An Ordinance Authorizing the Use of Funds from the State of New York State Division of Criminal Justice Services, Law Enforcement Technology (LETECH) Grant for the Purchase of License Plate Reader Cameras and Related Technology
- Code:** PSC
- Attachments:** [LETECH Grant Use MOTOROLA SOLUTIONS \(2\)](#)
38. Department of Public Safety: An Ordinance Authorizing the Use of Funds from the State of New York State Division of Criminal Justice Services Law Enforcement Technology Grant for the Construction of the Command Central Aware Room
- Code:** PSC
- Attachments:** [LETECH GRANT USE ESS](#)
39. Department of Public Safety: An Ordinance Authorizing the Purchase of Essential Equipment for the Emergency Service Unit (ESU) of the Department of Public Safety
- Code:** PSC
- Attachments:** [ESU EQUIPMENT PURCHASE](#)
40. Department of Public Safety: An Ordinance Authorizing the Attendance of Department of public Safety Members at the 2024 International Association of Chiefs of Police (IACP) Conference (October 18, 2024 to October 22, 2024)
- Code:** PSC
- Attachments:** [2024 IACP CONFERENCE BOSTON](#)
41. Department of Public Safety: An Ordinance Authorizing Attendance of Department of Public Safety Members at the 2024 Division of Criminal Justice Services (DCJS) Annual Public Safety Symposium - (September 17 to September 20, 2024)
- Code:** PSC
- Attachments:** [2024 DCJS PUBLIC SAFETY SYMPOSIUM](#)

42. Department of Public Safety: An Ordinance Amending Ordinance No. 13, adopted by the City Council on July 10, 2024, entitled "AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS BETWEEN BUDGET LINES FUNDED THROUGH THE AMERICAN RESCUE PLAN ACT (ARPA)"

**Code:** PSC

**Attachments:** [ARPA TRANSFER AMENDED](#)

43. Department of Public Safety: An Ordinance Authorizing the Permanent Closure of Roosevelt Square North to Non-Emergency Vehicles and the Erection of Regulatory Traffic Signs

**Code:** PSC

**Attachments:** [PD STREET CLOSURE](#)  
[PD STREET CLOSURE MAP](#)

44. Department of Public Safety: An Ordinance Authorizing the Mayor to Enter into a Contract with Motorola Solutions Inc. for the Purchase of a Citywide Camera Surveillance System

**Code:** PSC

**Attachments:** [Purchase of Citywide Cameras Motorola Solutions Referral Letter](#)  
[Motorola LPR Brochure](#)

45. Department of Public Safety: An Ordinance Authorizing the Mayor to Enter Into a Contract with Electronic Systems Solutions, Inc. (ESS) for the Installation and Maintenance of a Citywide Camera Surveillance System

**Code:** PSC

**Attachments:** [CitywideCameras ESS Referral Letter](#)

46. City Council: A Resolution of the City Council of the City of Mount Vernon, New York Honoring and Recognizing the Retirement of Firefighter Kevin Holt

**Code:** PSC

**Attachments:** [A RESOLUTION FIREFIGHTER KEVIN HOLT.pdf](#)

47. City Council: A Resolution of the City Council of the City of Mount Vernon, New York Honoring and Recognizing the Retirement of Firefighter Nathaniel Tilford

**Code:** PSC

**Attachments:** [A RESOLUTION FIREFIGHTER NATHANIEL TILFORD.pdf](#)

48. Office of the City Clerk: An Ordinance Authorizing the Amendment of Chapter 237-35, A and B of the City Code of the City of Mount Vernon, entitled "Taxicab Fares" to Increase Current Fares
- Code:** PSC
- Attachments:** [Taxi Fare Increase.pdf](#)
49. City Council: A Resolution of the City Council of the City of Mount Vernon, New York Honoring and Recognizing the Service of Wakanda Celebration, Incorporated
- Code:** PSC
- Attachments:** [Wakanda Resolution.pdf](#)
50. City Council: A Resolution of the City Council of the City of Mount Vernon Designating Itself as the Lead Agency for the Proposed Code Amendments Regarding Short-Term Rental Legislation, Referring the Amendments to the City Corporation Counsel, City Planning Board, and Westchester County Planning Board, and Scheduling a Public Hearing
- Code:** PSC
- Attachments:** [Short Term Rental Lead Agency and Public Hearing Reso.pdf](#)  
[Short Term Rental Proposed Local Law.pdf](#)  
[Short Term Rental EAF.pdf](#)

**To the Council:**

**FINANCE AND PLANNING**

51. Office of the Comptroller: An Ordinance Authorizing the Comptroller to Write Off Unpaid Property Taxes and Interest for Certain Properties with New Homeowners
- Code:** FP
- Attachments:** [COMP2024-09- Request to Write-off Taxes from 2019 Insufficient Check Payment .pdf](#)
52. Office of the Comptroller: An Ordinance Authorizing the Request for Proposal (RFP) for Exploration and Execution of Alternative Measures for the Recovery of Delinquent Property Taxes
- Code:** FP
- Attachments:** [COMP2024-10- Request for RPF Bulk Sale-Assignment of Tax Liens.pdf](#)

53. Office of the Comptroller: An Ordinance Authorizing a Partnership with Working Advantage Plum Benefits For Employee Discounts
- Code:** FP
- Attachments:** [COMP2024-11- COMP2024-11 – Request permission for the Comptroller to enter partnership with Working Advantage – Plum Benefits .pdf](#)
54. Department of Planning: An Ordinance Authorizing the Mayor to Execute a Contract with Cleary Consulting for Professional Planning Services for the Mount Vernon Comprehensive Plan
- Code:** FP
- Attachments:** [Comp Plan Cleary Consultant Contract 2024 Referral Letter.pdf](#)
55. Department of Planning: An Ordinance Authorizing the Mayor to Execute a Contract with AKRF, Inc. for Progress for Planning Analysis Services for the Mount Vernon Comprehensive Plan
- Code:** FP
- Attachments:** [Comp Plan AKRF. Contract 2024 Referral Letter.pdf](#)  
[AKRF Contract.8.11.24.pdf](#)
56. Department of Planning: An Ordinance Authorizing the Mayor to Execute a Contract with Mid-Hudson Pattern for Progress for Planning Analysis Services for the Mount Vernon Comprehensive Plan
- Code:** FP
- Attachments:** [Comp Plan Mid-Hudson PP. Contract 2024 Referral Letter.pdf](#)
57. Office of the City Clerk: A Resolution of the City Council of the City of Mount Vernon, NY honoring the Life and Legacy of Lawrence A. Ross
- Code:** FP
- Attachments:** [A RESOLUTION HONORING THE LIFE AND LEGACY OF LAWRENCE A. ROSS.pdf](#)

**ADD-ON**

**PUBLIC SAFETY AND CODES**

58. City Council: A Resolution Fixing the Date for a Public Hearing Regarding Local Law No. \_\_\_ of 2024 of the City of Mount Vernon, NY, Establishing a Local Government Code Enforcement Program

**Code:** PSC

**Attachments:** [Letter of Necessity - Law Dept & Clerk.pdf](#)  
[8142024 - MT VERNON LOCAL  
LAW\\_PH\\_AT - Copy.pdf](#)

**OTHER BUSINESS/CLOSING COMMENTS**



# 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 -801

Agenda Date: 8/14/2024

Agenda #: 1.

### City Council:

### AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH GALLAGHER BASSETT FOR THIRD-PARTY ADMINISTRATION SERVICES

**Whereas**, by letter dated August 6, 2024, the Corporation Counsel has requested legislation authorizing the Mayor to enter into a contract with Gallagher Bassett to provide third-party administration services for the City's legal claims; and

**Whereas**, on June 12, 2024, the City Council of Mount Vernon approved the specifications for the City's proposal for a third-party administrator; and

**Whereas**, in response to this solicitation, the City received a proposal from Gallagher Bassett (GB), which was opened at the July 2, 2024, Board of Estimate meeting; and

**Whereas**, upon reviewing GB's proposal and consulting with the City's insurance broker and Comptroller, the Board of Estimate accepted GB's proposal at its July 16, 2024, meeting; and

**Whereas**, the services provided by GB will enhance the Law Department's ability to monitor cases, manage its relationship with the third-party administrator and excess carrier, and provide more accurate cash reserves and reports on open cases and trends; and

**Whereas**, the total anticipated cost for the recommended services is \$271,595.00, to be funded from Insurance Premiums Budget Code A.1910.487; **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 authorized to contract with Gallagher Bassett to provide third-party administration services for the City's legal claims.

**Section 2. Compensation.** The total anticipated cost for the services provided by Gallagher Bassett shall be \$271,595.00.

**Section 3. Funding Source.** Funds for this contract shall be available in the Insurance Premiums Budget Code A.1910.487.

**Section 4. Responsibilities.** The Law Department shall oversee the implementation and management of the contract with Gallagher Bassett, ensuring that the services provided enhance the department's ability to monitor and manage legal claims effectively.

**Section 5. Definitions.**

- **Third-Party Administrator (TPA):** An external organization contracted to manage legal claims on behalf of the City.

- **Excess Carrier:** An insurance company providing coverage beyond the limits of the primary policy.

**Section 6. 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  
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CITY HALL  
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DEPUTY CORPORATION  
COUNSEL  
JOHAN S. POWELL

SECOND DEPUTY  
CORPORATION COUNSEL  
CHRISTINE LOMBERT

ASSISTANT CORPORATION  
COUNSEL  
MILDRED MCGUIRE

August 6, 2024

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

RE: Request To Authorize the Mayor to Contract with Gallagher Bassett to serve as the Third-Party Administrator for the City's Legal Claims

Dear Honorable Members of the City Council:

As you know, on June 12, 2024, this Honorable Body approved the specifications for the City's proposal for a third-party administrator. As a result of this solicitation, the City received one proposal from Gallagher Bassett (GB), which was opened at the July 2 Board of Estimate meeting.

Upon reviewing GB's proposal and in consultation with our insurance broker and the Comptroller, I recommended that the Board of Estimate accept GB's proposal, which it did at its July 16, 2024 meeting. Now, I respectfully request that this Honorable Body authorize the Mayor to enter into a contract with GB to provide third-party administration services for the City's legal claims. The total anticipated cost for the recommended services is \$271,595.00. The funds for this contract shall be available in Insurance Premiums budget code A.1910.487. Attached is Gallagher Bassett's proposal for your review and consideration.

By contracting with GB, the Law Department will increase its ability to monitor cases and better manage its relationship with its third-party administrator and excess carrier. It will also maximize the Law Department's ability to provide more accurate cash reserves and reports to the City's elected officials regarding open cases and trends. Thank you for your consideration.

Respectfully submitted,

Brian G. Johnson  
Corporation Counsel  
City of Mount Vernon



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
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**File #:** TMP -791

**Agenda Date:** 8/14/2024

**Agenda #:** 2.

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### City Council:

**AN ORDINANCE AMENDING ORDINANCE NO. 2,  
ADOPTED BY THE CITY COUNCIL ON JUNE 26,  
2024, ENTITLED “AN ORDINANCE AUTHORIZING  
THE DEPARTMENT OF MANAGEMENT SERVICES  
TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR  
A SUPPORT CONTRACT FOR THE DELL  
VXRail ENVIRONMENT”**

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

Section 1. The sixth (6<sup>th</sup>) Whereas clause, and Section 5 of Ordinance No. 2, adopted by the City Council on June 26, 2024, entitled “AN ORDINANCE AUTHORIZING THE DEPARTMENT OF MANAGEMENT SERVICES TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR A SUPPORT CONTRACT FOR THE DELL VXRail ENVIRONMENT” is hereby amended as follows:

**Whereas**, the Dell VXRail system at City Hall and the Police Department has been instrumental in supporting the City of Mount Vernon's data management and operational needs; and

**Whereas**, to ensure the optimal functionality and security of the Dell VXRail system, a dedicated support contract is essential; and

**Whereas**, the current support arrangement requires updating to align with the latest technology standards and best practices; and

**Whereas**, a Request for Proposals (RFP) will be issued to identify qualified vendors who can provide comprehensive support services, including routine maintenance and updates, troubleshooting and technical support, and performance optimization; and

**Whereas**, securing a dedicated support contract will enhance system reliability, provide cost-effective solutions, and offer access to expert support, thereby minimizing downtime and ensuring continuous operation; and

**Whereas**, the Department of Management Services has allocated a preliminary budget for this initiative and aims to initiate the RFP process by June 28, 2024, with the goal of finalizing the contract by July 8, 2024; and

**Whereas**, the Police Department has been consulted and supports this initiative, recognizing its importance for the continued support of critical systems; and **[Now, Therefore, Be It Resolved**

That]

Whereas, the Department of Management Services encountered issues with the paper of record, which prevented the advertisement and posting of the RFP on the initially requested date; and

Whereas, unforeseen circumstances necessitate further preparatory work, requiring additional time for the proper release and management of the RFP; and

Whereas, it is in the best interest of the City of Mount Vernon to ensure that all projects are carried out effectively and efficiently, with adequate time given for the RFP process to be conducted thoroughly and transparently; 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 Department of Management Services to issue a Request for Proposals (RFP) for a support contract for the Dell VXRail environment at City Hall and the Police Department to maintain and enhance the integrity and performance of the City's IT infrastructure.

**Section 2. Definitions.** For the purposes of this ordinance, the following terms shall have the meanings indicated:

1. **“Dell VXRail”:** A hyper-converged infrastructure system that integrates computing, storage, networking, and virtualization resources.

2. **“Department of Management Services”:** The City department is responsible for managing the administrative and support functions of the City's operations.

3. **“Request for Proposals (RFP)”:** A formal solicitation issued to identify qualified vendors to provide specific services or products.

**Section 3. Authorization.** The Department of Management Services is authorized to issue a Request for Proposals (RFP) for a support contract for the Dell VXRail environment at City Hall and the Police Department. The RFP shall seek to identify qualified vendors who can provide comprehensive support services, including:

- Routine maintenance and updates
- Troubleshooting and technical support
- Performance optimization

**Section 4. Amendment to Ordinance No. 2.** Ordinance No. 2, adopted on June 26, 2024, is hereby amended to allow the Department of Management Services to adjust the scheduled release dates for the Request for Proposals (RFP) for the Dell VxRail Support contracts as necessary.

**Section 5. Notice Requirement.** The Department of Management Services shall properly notify potential bidders and stakeholders of any adjustments to the RFP release dates to ensure a fair and transparent process.

**Section [4] 6. Funding and Budget.** Funds for this initiative have been preliminarily allocated within the Department of Management Services' budget. The Department shall ensure cost-effectiveness in the procurement process.

**Section [5] 7. Timeline.** The RFP process shall be initiated [by June 28, 2024], with the goal of finalizing the support contract [by July 8, 2024] to adjust the scheduled release dates for the Request for Proposals (RFP) for the Dell VxRail Support contracts as necessary. This timeline addresses any critical issues promptly and maintains seamless operations.

**Section [6] 8. Stakeholder Involvement.** City Hall and the police department are critical stakeholders for this RFP. The Department of Management Services shall consult with relevant stakeholders to ensure the support contract meets the needs of all parties involved.

**Section [7] 9. Effective Date.** This ordinance shall take effect immediately upon its passage and approval by the City Council.

New Matter Underlined  
Deleted Matter in Brackets [ ]



CITY OF MOUNT VERNON, N.Y.

Mayor Office

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

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2362 – Fax: (914) 665-6173

**JUAN PEREZ**  
*Commissioner Management Services*

August 5, 2024

VIA EMAIL:

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

RE: Revision to RFP Date for *RFP for Dell VXRail support contract Ordinance #2 Approved June 26th, 2024*  
FOR APPROVAL AT THE August 14<sup>th</sup> CITY COUNCIL MEETING

Honorable Council members:

The department of Management Services is requesting an amendment to Ordinance #2 which was passed by the City Council on June 26, 2024. This amendment specifically requests an adjustment to the scheduled dates for the Request for Proposals (RFP) requested by Management Services for the Dell VxRail Support contracts. The initial request had a date of June 28<sup>th</sup>, 2024 for making the RFP live. Due to issues with our paper of record we were not able to advertise the RFP on the requested date and were not able to post the RFP.

Due to unforeseen circumstances and the need for further preparatory work, our department requires additional time for the RFP.

The requested amendment seeks to provide the Department of Management Services with the flexibility to adjust the RFP release dates as necessary, provided that proper notice is given to potential bidders and stakeholders.

We believe that amending Ordinance #2 to allow for the adjustment of RFP dates will greatly benefit the city by ensuring that our projects are carried out effectively and efficiently. We kindly request the City Council's approval of this amendment to facilitate a smooth and successful RFP process.

Thank you for your attention to this matter. We look forward to your favorable consideration.

Sincerely,  
Juan Perez

Commissioner Management Services  
cc: Mayors Office, Comptroller

*"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 -795

**Agenda Date:** 8/14/2024

**Agenda #:** 3.

**City Council:**

### **AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS WITHIN THE DEPARTMENT OF MANAGEMENT SERVICES BUDGET**

**Whereas**, by letter dated August 5, 2024, the Commissioner of the Department of Management Services has requested legislation authorizing the Department to transfer \$35,000 from Budget Code A1680.486 (Technology Upgrades, Leases of Services & Shared Systems) to Budget Code A1680.407 (Reproduction & In-House Printing) to ensure adequate leasing and printing services funding; and

**Whereas**, the Department of Management Services has identified a need to transfer funds to ensure sufficient allocation for leasing and printing services; and

**Whereas**, the transfer of \$35,000 from Budget Code A1680.486 (Technology Upgrades, Leases of Services & Shared Systems) to Budget Code A1680.407 (Reproduction & In-House Printing) from exceeding its allocated budget; and

**Whereas**, maintaining budgetary compliance and operational efficiency within the Department of Management Services is essential for the effective functioning of city 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 Funds Transfer.** The City Council authorizes the Department of Finance to transfer \$35,000 from Budget Code A1680.486 (Technology Upgrades, Leases of Services & Shared Systems) to Budget Code A1680.407 (Reproduction & In-House Printing) to ensure adequate leasing and printing services funding.

**Section 2. Implementation.** The Department of Finance is directed to make the necessary accounting adjustments to effectuate the transfer as specified in Section 1, ensuring compliance with all applicable financial regulations and policies.

**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, MPA**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2362 – Fax: (914) 665-6173

**JUAN PEREZ**  
*Commissioner Management Services*

August 5, 2024

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

**RE: Approval of budget transfer of \$35,000 from A1680.486 to A1680.407** for city council meeting to be held on August 14<sup>th</sup> 2024.

Honorable Council members:

Management Services requests that the City Council approve a Resolution to allow the Department of Management Services to transfer \$35,000 from budget code A1680.486 to budget code A1680.407 to cover Leasing and printing services.

The transfer is required to avoid having budget code A1680.407 going over budget.

Sincerely,  
Juan Perez

Commissioner Management Services  
cc: Mayors Office, 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 -807

Agenda Date: 8/14/2024

Agenda #: 4.

### AN ORDINANCE RETROACTIVELY APPROVING THE ATTENDANCE OF DIRECTOR ALLEN AT THE NATIONAL ASSOCIATION OF BLACK JOURNALISTS' CONVENTION

**Whereas**, by letter dated August 7, 2024, the Commissioner of the Department of Management Services has requested legislation retroactively approving the attendance of Director Allen at the National Association of Black Journalists Convention held from July 31 to August 4, 2024; and

**Whereas**, the City of Mount Vernon recognizes the importance of professional development and networking opportunities for its staff to enhance their skills and knowledge; and

**Whereas**, the National Association of Black Journalists (NABJ) Convention is a premier multi-day conference focused on journalism education, career development, networking, and innovation; and

**Whereas**, Director Allen of the Department of Management Services attended the NABJ Convention from July 31 to August 4, 2024; and

**Whereas**, the total cost of attendance, amounting to \$2,440.59, was incurred and will be covered under budget line A1680.417 (training); and

**Whereas**, the cost breakdown for the conference is as follows: \$607.96 for travel, \$1,299.63 for hotel, and \$533.00 for conference registration; **Now, Therefore, Be It Resolved That**

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

**Section 1. Retroactive Approval.** The City Council hereby retroactively approves Director Allen's attendance at the National Association of Black Journalists Convention, which was held from July 31 to August 4, 2024.

**Section 2. Budget Allocation.** The total cost of \$2,440.59 shall be covered under budget line A1680.417 (training), with the cost breakdown as follows:

- **Travel:** \$607.96
- **Hotel:** \$1,299.63
- **Conference Registration:** \$533.00

**Section 3. Purpose.** This ordinance officially sanctioned Director Allen's attendance at the NABJ Convention, acknowledging the value of such professional development activities to the City and its employees.

**Section 4. Definitions.**

- **Department of Management Services:** The City department oversees management operations, including employee training and development.

- **NABJ Convention:** A leading conference for journalism professionals, focusing on education, career development, networking, and innovation.

**Section 5. Effective Date.** This ordinance shall take effect 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) 665-2362 – Fax: (914) 665-6173

**JUAN PEREZ**  
*Commissioner Management Services*

August 7, 2024

VIA EMAIL:

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

**RE: Attendance for National Association of Black Journalists 2024 Convention FOR APPROVAL AT THE August 14, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

The Department of Management Services requests that the City Council retroactively approve legislation for Director Allen to attend the National Association of Black Journalists on July 31<sup>st</sup>, 2024. The conference will be attended from July 31 to August 4<sup>th</sup>.

The NABJ Convention is the premier multi-day conference for journalism education, career development, networking, and innovation.

The cost of the conference will be \$2440.59, which will be covered under budget line A1680.417 (training). The cost breakdown for the conference is as follows. \$607.96 for travel, \$1299.63 for hotel and \$533 for conference registration.

If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Sincerely,  
Juan Perez

Commissioner Management Services  
cc: Mayors Office, Comptroller

Schedule By Day

Andrea Alford, Erin Haines, Esosa Osa, Sonya Ross, April Turner, APR **Filter**

See Meeting Innovation Bubble Session Panel Session Meeting Authors Showcase Panel Session Panel Session Signature Event Session Session Session Session Panel Session Panel Session Panel Session Panel Session One Innovation Bubble Authors Showcase Session Panel Session Reception One Panel Reception Panel Reception One Panel Reception

1:30pm-2:30pm Aug 2 (Central)	
NABJ Business Journalism Task Force Meeting	
2:00pm-3:00pm Aug 2 (Central)	
Gear-a-thon (Innovation Bubble I Powered by Pew Research Center)	
2:00pm-3:00pm Aug 2 (Central)	Allison Davis, Denise James
Investigating With Your Audience I Presented by the NABJ Investigative Task Force	
2:00pm-3:00pm Aug 2 (Central)	Grace Asiegbu, Adam Rhodes, Brian Rosenthal
Sony Equipment Showcase I NABJ Visual Task Force Suite Talks 2024 I Powered by Sony Electronics, Inc.	
2:00pm-3:00pm Aug 2 (Central)	Thomas Cubby
NABJ Investigative Task Force Meeting	
2:30pm-3:30pm Aug 2 (Central)	
Think You Don't Need an Editor? Think Again I Authors Showcase	
2:30pm-3:30pm Aug 2 (Central)	Regina Brooks, Wayne Dawkins, Angela Dodson, Ingrid Sturgis
Lessons in Leadership Workshop I Powered by NBCU Academy (Application-Based)	
2:30pm-4:30pm Aug 2 (Central)	Maya Eaglin, Sheinelle Jones, Yvette Miley, Omnika Thompson, Karen Toulon, Kevin Warren, Anzio Williams, Jason Wright, Essa Yip
Reporting from Haiti: Taking on Risks and Myths Through Quality Journalism I Powered by W.K. Kellogg Foundation	
2:30pm-4:00pm Aug 2 (Central)	Jacqueline Charles, Darlie Gervais, Harold Isaac, Widlore Mérancourt
Left Behind: Centering HIV in the Black Community as a Social Justice Issue of Today I W.E.B. Du Bois Session I Powered by Viiv Healthcare	
3:00pm-4:30pm Aug 2 (Central)	Laverne Cox, Demetria L. Lucas, Dr. Toyin Nwalor, Shadawn McCants, Adrian Neil, Jr.
Gambling Coverage: The Safest Bet for the Future of Sports Journalism?	
3:00pm-4:00pm Aug 2 (Central)	Timothy Parker, Exavier Pope, Harrison Sanford, Talaya Wilkins Gaines
How to Make Your Podcast Stand Out in a Crowded Market	
3:00pm-4:00pm Aug 2 (Central)	Daisy Rosario, Josh Gwynn, Brittany Luse, Bridget Todd
NABJ Table Talks: Who and What Are Considered Journalists?	
3:00pm-4:00pm Aug 2 (Central)	Tre'vell Anderson, Kathy Chaney, Raschanda Hall, Walter Smith Randolph, Amir Vera
Suited and Booted: A Fashion Forecast From the Field... and at the Station (Fashion Show)	
3:00pm-4:00pm Aug 2 (Central)	Lauren Baker, Akemi Harrison, Glenn Marshall, Trenier Ward, Ericka Wilson
Thrive in the Eye of the Storm: Mastering the Art of Standing Out During Severe Weather	
3:00pm-4:00pm Aug 2 (Central)	Anita Blanton, Brandy Campbell, Jason Frazer, Ken Graham, Vytas Reid
Making the Shift: How to Transition from Press to PR I Powered by Amazon	
3:00pm-4:30pm Aug 2 (Central)	Terry Allen, Neil Foote, Nikki Forman, Tenisha Tidwell
The Art of Negotiating and the Business of News I Powered by ABC News	
3:00pm-4:30pm Aug 2 (Central)	Cat McKenzie, Michael Carr, Sharon Chang, Derek Medina, Khadijah Sharif-Drinkard
The Art of the Reporter-Producer Pairing in Sports I Powered by TNT Sports	
3:00pm-4:30pm Aug 2 (Central)	Curtis Granderson, Chris Haynes, Stephanie Ready, Keith Robinson, Tarela Williams Lee
The Black Male: Coveted and Banned I Black Male Media Project I Powered by FOX Corporation	
3:00pm-4:30pm Aug 2 (Central)	Charles M. Blow, Gianni Caldwell, Kevin Corke, John W. Fountain, Richard Fowler, George Johnson
NABJ Visual Task Force Video Reel & Portfolio Reviews & Critiques I NABJ Visual Task Force Suite Talks 2024 I Powered by Sony Electronics, Inc.	
3:30pm-5:30pm Aug 2 (Central)	
Don't Let A Bot Dim Your Shine! (Innovation Bubble I Powered by Pew Research Center)	
3:30pm-4:30pm Aug 2 (Central)	Raschanda Hall, Dr. Cynthia Overton, Pamela Purifoy
All We Were Promised: A Novel I Authors Showcase	
4:00pm-5:00pm Aug 2 (Central)	Natasha S. Alford, Ashton Lattimore
GHOST SKINS I Authors Showcase	
4:00pm-5:00pm Aug 2 (Central)	Sylvester Monroe, Vern E. Smith
Power in Producing: The Importance of Being Behind the Scenes	
4:30pm-5:30pm Aug 2 (Central)	Dadrian Robinson, Poinsha Barnes, Matthew Claiborne, Kevin Lightfoot
Open Book Signings I Authors Showcase	
5:00pm-5:30pm Aug 2 (Central)	
NABJ Sports Task Force Women in Sports Reception	
5:00pm-6:30pm Aug 2 (Central)	
NABJ Elections Results Press Conference	
5:30pm-6:30pm Aug 2 (Central)	
Changing The Narrative - A Different View on Educational Choice I Reception I Powered by EdChoice	
6:00pm-7:30pm Aug 2 (Central)	Chantal Rochelle
Cocktails & Connections with Google I Powered by Google	
6:00pm-7:30pm Aug 2 (Central)	Dr. Shanika Hope
Columbia Journalism School Alumni Reception I Powered by the Columbia School of Journalism	
6:00pm-7:30pm Aug 2 (Central)	Jelani Cobb
NABJ Broadcast Journalism Task Force Reception I Powered by Finding New Tomorrows	

Schedule By Day

Filter

Barack Obama: A Collection of Obama's DNC Speeches from 2004 - 2020   Authors Showcase			
10:30am-12:00pm Aug 2 (Central)			Patricia Duncan, Randall Pinkston
Madness: Race and Insanity in a Jim Crow Asylum   Authors Showcase			
10:30am-12:00pm Aug 2 (Central)			Antonia Hylton, Joy Reid
Medgar and Myrlie: Medgar Evers and the Love Story That Awakened America   Authors Showcase			
10:30am-12:00pm Aug 2 (Central)			Antonia Hylton, Joy Reid
Being Your Authentic Self/Being a POC in News			
10:30am-11:30am Aug 2 (Central)			Pat Harvey, Aziza Shuler, Nikita Stewart, Ernie Suggs
How to Report on AI Across Every Beat			
10:30am-11:30am Aug 2 (Central)			Renée Cummings, Darlene Superville
Meetings Matter: Elevate Local Government Reporting by Showing Up   Presented by the NABJ Political Task Force			
10:30am-11:30am Aug 2 (Central)			Eva McKend, Tia Mitchell, Marisha (Reesha) Cosby, Leisa Richardson
Mentorship Maintenance: How to Grow From Mentee to Mentor   Presented by NABJ Young Journalists Task Force			
10:30am-11:30am Aug 2 (Central)			Jasmine Butler, Rob Parker, Jamie Sherrod, Shay Simon, Romelo Styles
Taking Your Journalism from Good to Great   Powered by The Athletic			
10:30am-12:00pm Aug 2 (Central)			Claudio Cabrera, Leon Carter, James Edwards III, Bryan Graham, Jim Trotter, Lisa Wilson
NABJ Global Journalism Task Force Meeting			
11:00am-12:00pm Aug 2 (Central)			
Artists, Athletes, Entertainers: Political Influence and Journalistic Challenges			
11:00am-12:00pm Aug 2 (Central)			Nayo Campbell, Brittany Bell Surratt, Ashley Bowden, Darren Haynes, Caché McClay
In a Child's Best Interest: Investigating Youth Issues   Presented by the NABJ Investigative Task Force			
11:00am-12:00pm Aug 2 (Central)			Nicole Carr, Ciara Cummings, Darius Johnson, Kelly Wiley
Crafting Our Legacy: Approaches to Sharing Black History and Heritage Stories   Powered by 10 Million Names			
11:00am-12:30pm Aug 2 (Central)			Cynthia Evans, Neil Foote, Paula Madison, Melia Patria, Janet Roach
Creating Content That Matters   Powered by Doldash Meredith			
11:00am-12:30pm Aug 2 (Central)			Olivia Hancock, Kareema B. Parin, Danielle Pointdujour, Dr. Mackenzie Price
Interactive Google News Training   Powered by Google			
11:00am-12:30pm Aug 2 (Central)			Van Dora Williams
Navigating a Career in Broadcast & Advocating for Yourself   Powered by SAG-AFTRA			
11:00am-12:30pm Aug 2 (Central)			Marion Brooks, Craig Dellimore, Cianna Greaves, Micah Materre, Paula Weinbaum
On Camera: The Art of Telling Your Story   Powered by CNN			
11:00am-12:30pm Aug 2 (Central)			Audie Cornish, Camila DeChalus, Ramón Escobar, Barry Nash, Sara Sidner, Jacque Smith
Hall of Fame Induction and Luncheon   Powered by PGA TOUR, National Education Association (NEA) (Ticketed Event)			
12:00pm-2:00pm Aug 2 (Central)			Frank Holland, Abby Phillip
Travel Trends: How Black Travel Fuels Tourism   Luncheon   Powered by Powered by Carnival Cruise Line			
12:00pm-1:30pm Aug 2 (Central)			Kevin Frazier, Dave Chang, J.J. Eubanks, Dwight Brown, Jasmine Simpkins
JSHOP Mentor Meeting			
12:00pm-3:00pm Aug 2 (Central)			
NABJ Digital Journalism Task Force Meeting			
12:30pm-1:30pm Aug 2 (Central)			
Open Book Signings   Authors Showcase			
12:30pm-2:30pm Aug 2 (Central)			
Under Pressure: Real Life in Real Time With Breaking News   Presented by the NABJ Investigative Task Force			
12:30pm-2:00pm Aug 2 (Central)			Walter Smith Randolph, Stephen Stock
Toxic Pollution & Extreme Weather: How the Cause and Effect of Climate Change are Endangering Communities   Powered by Beyond Petrochemicals			
1:00pm-2:30pm Aug 2 (Central)			Brittany Bell Surratt, Jason Frazer, Dr. Grace Tee Lewis, Heather McTeer Toney, Mustafa Santiago Ali
Champions of Change: A Fireside Chat on Black Media, Building Trust, and Combating Misinformation   Powered by Comcast			
1:00pm-2:30pm Aug 2 (Central)			Enrol Barnett, Leroy Chapman, Jr., Sophia Marshall, Joy Reid, Rachel Scott
Diverse Voices: Building Sources as a Black Journalist   Powered by the Financial Times			
1:00pm-2:30pm Aug 2 (Central)			Elizabeth Pears, Taylor Rogers, Dervedia Thomas, Carl Winfield
Interactive Google News Training   Powered by Google			
1:00pm-2:30pm Aug 2 (Central)			Van Dora Williams
The Deciders: How to Cover the Issues Driving Voters in 2024   Powered by NBCU Academy (Application-Based)			
1:00pm-2:00pm Aug 2 (Central)			Yamiche Alcindor, Shaquille Brewster, Marion Brooks, Charles Coleman, Jr., Symone Sanders-Townsend
Gun Violence and Kids: Tracing the Causes and How to Tell More Impactful Stories			
1:30pm-2:30pm Aug 2 (Central)			Cara Anthony, Chaseedaw Giles, Suzette Hackney, Margo Srippe
Investigating Political Breaking News   Presented by the NABJ Investigative Task Force			
1:30pm-2:30pm Aug 2 (Central)			Matt Brown, Gilbert Corsey, Jataria McGee, Asteard Herndon
Investigative Reporting at the Crossroads: Uncovering Black & Queer Stories   Presented by the NABJ LGBTQ+ Task Force			
1:30pm-2:30pm Aug 2 (Central)			



All Results Mon 29 Tue 30 Wed 31 Thu 1 Fri 2 Sat 3 Sun 4

Category	Event Title	Time	Date	Location	Speakers
Signature Event	Sports Task Force Scholarship Jam I Powered by CBS Sports Inc., Amazon, CNN, TNT Sports, Xavier University of Louisiana, Kendall-Jackson, Chicago Cubs (Ticketed Event)	12:01am-2:00am Aug 3 (Central)			
Meeting	NABJ Business Meeting (Members Only)	8:00am-9:00am Aug 3 (Central)			
Other	Registration	8:00am-12:00pm Aug 3 (Central)			
Other	NABJ Chicago Chapter Shop - Gear & Merchandise	9:00am-2:00pm Aug 3 (Central)			
Authors Showcase	Open Book Signings I Authors Showcase	9:00am-12:00pm Aug 3 (Central)			
Session	Beyond the Cookie Cutter Look on Air	9:00am-10:00am Aug 3 (Central)			Bria Jones, Chelsea Jones, Sia Nyorikor, Lena Pringle, Aziza Shuler
Session	Documentary Filmmaking 101: How to Pitch, Produce & Distribute a Documentary I Presented by the NABJ Visual Task Force	9:00am-10:00am Aug 3 (Central)			Jamal Andress, Ernesto Guadalupe, Ali a Ibrahim, Nia Wesley
Session	What's Real and What's Not: Navigating Sourcing and Misinformation on Social Media	9:00am-10:00am Aug 3 (Central)			Jasmine Browley, Asia Ewart, Michelal Graham, Phil Lewis
Public Showcase	gODtalk I Documentary I Powered by The National Museum of African American History & Culture	9:00am-11:30am Aug 3 (Central)			Kim Moir, Dr. Brad Braxton
Other	The NABJ-Chicago Chapter Presents: Tourin' With Dilla I Powered by The Chicago Tribune, CBS2 Chicago (Ticketed)	9:30am-5:30pm Aug 3 (Central)			
Other	NABJ Shop - Gear & Merchandise	10:00am-12:00pm Aug 3 (Central)			
Authors Showcase	Pitch Your Book: 60 Seconds to Sell Your Idea to a Book Agent I Authors Showcase	10:00am-11:30am Aug 3 (Central)			Regina Brooks, Laini Brown Jemison
Session	#PivotandFreelance: Lessons Learned From the Trenches (and How to Avoid Them!) I Presented by the NABJ Entrepreneur, Freelance, Media-Related, and Academic Task Forces	10:30am-11:30am Aug 3 (Central)			Dr. Syb Brown, Brett Chambers, Raschanda Hall, Danielle Bell, Adrienne Samuel-Gibbs
Session	After the Quarantine: Public Health Reporting Post-COVID I Presented by the NABJ Political Task Force	10:30am-11:30am Aug 3 (Central)			Maria Byrd, Dr. Nicole Cross, Tameika Fairley, Ph.D., Tammie Fields, Jacqueline Howard
Session	CANCELLED - How Podcasts Are Redefining Black Representation in Sports and Culture	10:30am-11:30am Aug 3 (Central)			Gene Demby, Nadira Goffe, Katie Rayford, Sam Sanders
Session	Keeping It Local: Creating News Outlets to Serve Underserved Communities I Presented by NABJ Black Press Task Force	10:30am-11:30am Aug 3 (Central)			Denise Clay-Murray, Jos Duncan-Asè, Lawrence McGlynn, Shawn Mooring, Tracie Powell
Session	LGBTQ 101: Foundations for Inclusive Journalism I Presented by the NABJ LGBTQ+ Task Force	10:30am-11:30am Aug 3 (Central)			Tre'vell Anderson, Anna DeShawn, Ferni Redwood, Raquel Willis
Meeting	NABJ Arts & Entertainment Task Force Meeting	11:00am-12:00pm Aug 3 (Central)			
Public Showcase	Jazz Brunch and 'Clips & Conversations' with Amber Shana Williams I Powered by The Chosen	11:00am-1:00pm Aug 3 (Central)			Amber Shana Williams
Session	Trimming the Fat: Best Practices for Feature Editing I Presented by the NABJ Print Task Force	11:30am-12:30pm Aug 3 (Central)			Kathy Chaney, Andale Gross, Aisha Jefferson, Adrienne Samuel-Gibbs
Public Showcase	NABJ Visual Task Force Photo Auction & Reception I Powered by The Associated Press	12:00pm-1:30pm Aug 3 (Central)			
Meeting	NABJ LGBTQ+ Task Force Meeting	12:00pm-1:00pm Aug 3 (Central)			
Session	Black Men and the Vote: Picking a President	12:00pm-1:00pm Aug 3 (Central)			Michael Brice-Saddler, Eric Deggans, Jonathan Franklin, Sarah Glover, Skyler Henry
Public Showcase	The Supremes at Earl's All-You-Can-Eat I Clips and Conversation I Powered by Searchlight Pictures	1:00pm-2:30pm Aug 3 (Central)			Kathia Woods, Tina Mabry, Edward Kelsey Moore
Session	Launching Your Digital Path: Tools for Success with Podcasts, Blogging, YouTube and More	1:30pm-2:30pm Aug 3 (Central)			Ed Gordon, Jemele Hill, Nekia Nichelle, Jacque Reid
Session	Project 2025: What We Need to Know	1:30pm-3:00pm Aug 3 (Central)			Vanessa Williams, Kimberlé Crenshaw, Michael Harriot
Session	Reporting on Reparations: Covering Critical Conversations with Context	1:30pm-2:30pm Aug 3 (Central)			Khansa Jones-Muhammad, Emerald Morrow, Morris "Dino" Robinson, Robert Samuels, Erika Smith
Session	Thinking Like an Entrepreneur: How Covering Business Helped Me Launch My Own Venture	1:30pm-2:30pm Aug 3 (Central)			Bernadette Davis, Kameron Leach, Benét Wilson, Renita Young



All	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Results	29	30	31	1	2	3	4

Other

#NABJ24 Cleveland Party | Powered by Destination Cleveland

12:01am-2:00am Aug 4 (Central)

Signature Event

Gospel Brunch | Powered by ARB Media (Ticketed Event)

9:00am-11:30am Aug 4 (Central)

Yolanda Adams, Darwin Hobbs

Meeting

NABJ Board of Directors Meeting

12:00pm-1:00pm Aug 4 (Central)



All Results Mon 29 Tue 30 **Wed 31** Thu 1 Fri 2 Sat 3 Sun 4

Category	Event Title	Time	Location	Speakers
Other	Registration	7:00am-7:00pm Jul 31 (Central)		
Student Project	Student Multimedia Projects	7:30am-9:30pm Jul 31 (Central)		
Other	NABJ Visual Task Force Photo Auction Displays	8:00am-11:59pm Jul 31 (Central)		
Innovation Bubble	Hands-on: A Beginner's Guide to Writing Data-Driven Stories (Innovation Bubble I Powered by Pew Research Center)	8:00am-9:00am Jul 31 (Central)		Mike Reilly
JSHOP	JSHOP High School Workshop I Powered by Think.Public.Media/NPR	8:30am-5:30pm Jul 31 (Central)		
Other	Career Fair & Exhibits	9:00am-5:00pm Jul 31 (Central)		
Session	Career Fair 101 - Learn the Ins & Outs of How to Get The Most Out of the NABJ Career Fair	9:00am-10:00am Jul 31 (Central)		Essence Dashtaray, Darren Haynes, Skubie Mageza, Kelvin Washington, Anzio Williams
Session	Networking For Your Net Worth: How to Make Connections in a Newsroom I Presented by the NABJ Business Task Force	9:00am-10:00am Jul 31 (Central)		Ariana McLymore, Shaun Francis, Keiko Morris, Bowdeya Tweh
Session	Real or Fake: Spotting Misinformation and Disinformation I Presented by the NABJ Investigative Task Force	9:00am-10:00am Jul 31 (Central)		Mark Walker
Session	When All H* Breaks Loose: Using Social Media to Find Immediate Sources in a Major Disaster I Presented by the NABJ Investigative Task Force	9:00am-10:00am Jul 31 (Central)		Diana Fuentes, Walter Smith Randolph, Robin Washington
Authors Showcase	NABJ Titans: Leading During Disruptions and Disinformation I NABJ Leadership Academy	9:00am-10:00am Jul 31 (Central)		Maria Reeve, Tracy Brown, Kevin Merida, Hollis Towns
Authors Showcase	Loving Your Black Neighbor as Yourself: A Guide to Closing the Space Between Us I Authors Showcase	10:00am-11:00am Jul 31 (Central)		Charite Griffin, Dr. Kortni Lemon
Authors Showcase	Time: The Untold Story of the Love That Held Us Together When Incarceration Kept Us Apart I Authors Showcase	10:00am-11:00am Jul 31 (Central)		Eva Coleman, Fox Richardson, Robert Richardson
Session	NABJ to Host Former President Trump for a Conversation in Chicago During Annual Convention	12:00pm-1:00pm Jul 31 (Central)		Donald J. Trump, Harris Faulkner, Kadia Goba, Rachel Scott
Other	NABJ Shop - Gear & Merchandise	1:00pm-5:00pm Jul 31 (Central)		
Authors Showcase	Open Book Signings I Authors Showcase	1:00pm-2:00pm Jul 31 (Central)		
Session	Black Investigations Matter: Investigating Issues Impacting Our Community I Presented by the NABJ Investigative Task Force	1:00pm-2:00pm Jul 31 (Central)		Keith Herbert, Caresse Jackman, Tonya Simpson, Kat Stafford, Cheryl W. Thompson
Session	Breaking News 101: Reporters and Editors Workshop I Presented by NABJ Print Task Force	1:30pm-2:30pm Jul 31 (Central)		Amanda Barrett, Kathy Chaney, Aisha Jefferson, Torrance Latham, Candi Meriwether
Session	Diving into the Data	1:30pm-2:30pm Jul 31 (Central)		Ariane Datil, Josh McGhee, Jan Ransom, Audrina Sinclair, Dorothy Tucker
Session	New Approaches to Everyday Stories: Taking the Boring Out of the News	1:30pm-2:30pm Jul 31 (Central)		Maya Eaglin, Bill Hague, Glenn Marshall, Marcus Riley
Session	So You Wanna Be a Culture Journalist? From Basics to Bylines I Presented by the NABJ LGBTQ+ Task Force	1:30pm-2:30pm Jul 31 (Central)		Tre'vell Anderson, Shar Jossell, Brittany Luse, Corey Rose
Session	The Future of Sports Journalism. On Its Deathbed or Ready to Rise From the Ashes?	1:30pm-2:30pm Jul 31 (Central)		A. Sherrod Blakely, Isaiah Blakely, Michael Curtis, Krystle Rich-Bell, Otto Strong
Session	You Joined a Union. Now What? I Presented by the NABJ Business Journalism Task Force	1:30pm-2:30pm Jul 31 (Central)		Susan DeCarava, Bianca Flowers, April Joyner, Taylor Rogers
Making	NABJ Health & Science Task Force Meeting	2:00pm-3:00pm Jul 31 (Central)		
Authors Showcase	23 and On TV: How To Be a MMJ Day To Day I Authors Showcase	2:00pm-3:00pm Jul 31 (Central)		Shirley Descorbeth, Leona Towner
Authors Showcase	Diversity, Equity, and Inclusion Strategies: Learning from Journalism and Mass Communication Programs with Professional Impact I Authors Showcase	2:00pm-3:00pm Jul 31 (Central)		Masudul Biswas, Ph.D., Dorothy Bland, Ph.D., Jackie Jones
Partner Showcase	Beyond the Checkered Flag: 20 Years of Diversity Drive in NASCAR's Fast Lane I Powered by NASCAR	2:00pm-3:30pm Jul 31 (Central)		Brehanna Daniels, Caryn Grant, Phil Horton, Lavar Scott
Session	Data Visualization I Presented by the NABJ Investigative Task Force	2:30pm-4:00pm Jul 31 (Central)		Adam Rhodes



All Results Mon 29 Tue 30 Wed 31 **Thu 1** Fri 2 Sat 3 Sun 4

Category	Event Title	Time	Location	Speakers
Other	NABJ-Chicago Presents: The Chicago "Kick" Off I Powered by The Chicago Bears, Garrett's Popcorn, United Airlines, NBC Chicago, Telemundo, Comcast, The Chicago Community Trust, and Bally's (Ticketed-Event and Fundraiser) Offsite	12:01am-1:00am Aug 1 (Central)		
Other	Registration	7:00am-5:00pm Aug 1 (Central)		
Partner Event/Lead...	NABJ Sports Task Force Mentor Breakfast I Powered by ESPN	7:30am-9:00am Aug 1 (Central)		A. Sherrod Blakely
Student Project	Student Multimedia Projects	7:30am-9:30pm Aug 1 (Central)		
Leadership/Lead...	Money Matters: Managing a Media Budget I NABJ Leadership Academy	7:45am-9:00am Aug 1 (Central)		Leroy Chapman, Jr., Richard Dyer, Ric Harris, Aja Whitaker Moore
Other	Green Room I Powered by ABC News	8:00am-8:00pm Aug 1 (Central)		
Other	NABJ Visual Task Force Photo Auction Displays	8:00am-11:59pm Aug 1 (Central)		
Other	Partner Interview & Executive Office I Powered by ESPN	8:00am-8:00pm Aug 1 (Central)		
Other	Partner Interview & Executive Office I Powered by Pew Research Center	8:00am-8:00pm Aug 1 (Central)		
Partner Event/Lead...	Reporter & Producer Workshop I Powered by CNN	8:00am-8:00pm Aug 1 (Central)		Ramón Escobar, Barry Nash
BJOP	JSHOP High School Workshop I Powered by Think.Public.Media./NPR	8:30am-5:30pm Aug 1 (Central)		
Other	Career Fair & Exhibits	9:00am-5:00pm Aug 1 (Central)		
Other	NABJ Chicago Chapter Shop - Gear & Merchandise	9:00am-5:00pm Aug 1 (Central)		
Other	NABJ Shop - Gear & Merchandise	9:00am-6:00pm Aug 1 (Central)		
Signature Event	Survival in a World of Misinformation, Disinformation and Artificial Intelligence I Newsmaker Plenary	9:00am-10:30am Aug 1 (Central)		Natasha S. Alford, Ed Gordon, Taurean Small, Ferni Redwood, Nikole Killon
Authors Showcase	Open Book Signings I Authors Showcase	9:30am-10:30am Aug 1 (Central)		
Authors Showcase	A Seat at the C-Suite Table: Insights from the Leadership Journeys of African American Executives I Authors Showcase	10:30am-11:30am Aug 1 (Central)		Neil Foote, Chuck Wallington, Ph.D.
Authors Showcase	The Rise and Fall of the Freedman's Bank: And Its Lasting Socio-Economic Impact On Black America I Authors Showcase	10:30am-11:30am Aug 1 (Central)		Rodney Brooks, Michael Days
Session	Covering the Legal Justice System - From Local Courts to The U.S. Supreme Court	10:30am-11:30am Aug 1 (Central)		
Session	Moving Into the Anchor Seat/National Correspondent	10:30am-11:30am Aug 1 (Central)		Ava-joye Burnett, Cherri Gregg, Maya T. Prabhu, Pierre Thomas
Session	Next Gen Impact on Media and the Local News Scene I Presented by the NABJ Academic Task Force	10:30am-11:30am Aug 1 (Central)		Yamiche Alcindor, Jericka Duncan, Vladimir Duthiers, Abby Phillip
Partner Event/Lead...	ABC News Storytellers Summit I Powered by ABC News (Application-Based)	10:30am-2:30pm Aug 1 (Central)		Dorothy Bland, Ph.D., Mary Irby-Jones, Mira Lowe, Robbie Morganfield, Marquita Smith
Leadership/Lead...	Black News Directors: Leading During Turbulent Times I NABJ Leadership Academy	10:45am-11:45am Aug 1 (Central)		Caridad Hernandez, Kennan Oliphant, Anika Palm, Kerwin Speight, Brandin Stewart
Meeting	NABJ Political Task Force Meeting	11:00am-12:00pm Aug 1 (Central)		
Meeting	NABJ Young Black Journalists Task Force Meeting	11:00am-12:00pm Aug 1 (Central)		
Session	So You Want to Join the I-Team? I Presented by the NABJ Investigative Task Force	11:00am-12:00pm Aug 1 (Central)		Akemi Harrison, Josh McGhee, Ron Nixon, Cieria Putman, Morgan Young
Partner Event/Lead...	Changing the Way News and Narrative Reflect Chicago. Meet the BIPOC Stars of the Field Foundation's Journalism & Storytelling Portfolio I Powered by The Field Foundation of Illinois	11:00am-12:30pm Aug 1 (Central)		Taryn Galbreath, Tonika Johnson, Shermann "Dilla" Thomas, Taliana Walk-Morris, Kai El' Zabar
Partner Event/Lead...	ESPN Sports Media Summit I Powered by ESPN	11:00am-5:00pm Aug 1 (Central)		Andraya Carter, Wokie Daboh, Elle Duncan, Monica McNutt, Sam Ocho, Chiney Ogwumike



# 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 -752

**Agenda Date:** 8/14/2024

**Agenda #:** 5.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE SPONSORSHIP OF THE 3RD ANNUAL HISPANIC HERITAGE MONTH CELEBRATION**

**Whereas**, by letter dated July 1, 2024, the Mayor has requested legislation authorizing the Office of the Mayor, the Recreation Department, and Westchester Latinos Unidos to sponsor the 3rd Annual Hispanic Heritage Month Celebration on Sunday, September 22, 2024, from 1:00 p.m. to 7:00 p.m. at the Howard Street Playground, with a rain date of September 29, 2024; and

**Whereas**, the City of Mount Vernon values the diverse cultural heritage of its residents and seeks to celebrate Hispanic Heritage Month by recognizing the contributions of the Hispanic community; and

**Whereas**, the celebration will include live performances, activities for adults and children, food vendors, and drink vendors, and will require certain street closures and permissions to facilitate the event; **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 hereby authorizes the Office of the Mayor, the Recreation Department, and Westchester Latinos Unidos to sponsor the 3rd Annual Hispanic Heritage Month Celebration on Sunday, September 22, 2024, from 1:00 p.m. to 7:00 p.m. at the Howard Street Playground, with a rain date of September 29, 2024.

**Section 2. Street Closures.** The following streets shall be closed on Sunday, September 22, 2024, between 9:00 a.m. and 8:00 p.m. for the event, including set-up and break-down times:

- Howard Street between North Terrace Avenue and West Lincoln Avenue.

**Section 3. Sign Posting.** The Department of Public Safety and Parking is hereby directed to post street closing signs indicating the above street closure locations and times. These signs shall be posted no later than Monday, September 16, 2024, at 4:00 p.m.

**Section 4. Use of Public Spaces.** Permission is granted to use the street beds and sidewalks to set up booths, tents, tables, and chairs for outdoor dining, food merchandise, and vendors, with no more than 30 vendors.

**Section 5. Stage and Facilities.** Permission is granted to:

- Authorize a stage placement at the West Lincoln Avenue end of Howard Street.
- Place two (2) Porta Potties for event attendees at the North Terrace side of Howard Street Park.

**Section 6. Auxiliary Police.** The Mount Vernon Auxiliary Police are requested to be present to act as crowd control and traffic management and provide overall assistance during the event.

**Section 7. Bus Rerouting.** The Beeline Bus System, Route 55: Local, commuting southbound on North High Street between Putnam and Elm Street, shall be rerouted accordingly to accommodate the event.

**Section 8. Funding.** Funds for this event shall be appropriated from the following budget codes:

- Budget Code A7620.457 (Recreation Features and Other Expenses) not to exceed \$1,500.
- Budget Code A1210.404 (Miscellaneous) not to exceed \$10,000.

**Section 9. Effective Date.** This ordinance shall take 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) 665-2360 – Fax: (914) 665-6173

MALCOLM CLARK  
Chief of Staff

KHENDRA K. DAVID  
Deputy Chief of Staff

July 1, 2024

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

**Re: 3<sup>rd</sup> Annual Hispanic Heritage Month Celebration**

Dear Honorable City Council Members,

This letter comes to request that the City Council enact legislation that will allow the Office of the Mayor, The Recreation Department, and Westchester Latinos Unidos to sponsor the **3<sup>rd</sup> Annual Hispanic Heritage Month Celebration on Sunday, September 22<sup>nd</sup>, 2024, from 1:00pm to 7:00pm at Howard Street Playground. (Rain Date: September 29<sup>th</sup>, 2024)**

- Permission to close the following streets on Sunday, September 22, 2024, between the set-up and break-down times of 9:00am – 8:00pm – Howard Street between North Terrace Avenue and West Lincoln Avenue
- Permission to direct the Department of Public Safety and Parking to post street closing signs indicating the above street closure locations and times. These signs should be posted no later than Monday, September 16<sup>th</sup>, 2024, at 4:00pm
- Permission to use the street beds and sidewalks for setting up booths, tents, tables, and chairs to accommodate outdoor dining, food merchandise and vendors (no more than 30)
- Permission to authorize placement of a stage at the West Lincoln Avenue end of Howard Street
- Permission to place two (2) Porta Potties for event attendees at the North Terrace side of Howard Street Park

The event will include live performances, activities for adults and children, food vendors, and drink vendors. MV Auxiliary Police is requested to be present to act as crowd control, traffic management, and overall assistance. Rerouting of the Beeline Bus System, Route 55: Local, commuting southbound on North High Street between Putnam and Elm Street will be in effect once again. Funds for this event will be charged to the Budget Code A7620.457 [Recreation Features and Other Expense] not to exceed \$1,500 and Budget Code A1210.404 [Miscellaneous] not to exceed \$10,000.

Respectfully yours,

Shawyn Patterson-Howard  
Mayor

CC REC OEM DPW MVPD FDMV

“The Jewel of Westchester”



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



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

*Captain Michael Goldman  
Commanding Officer*

*Executive Officer*

Date: July 8, 2024

To: Office of the Police Commissioner

From: Commanding Officer, Support Services Division

**Subject: 3<sup>rd</sup> Annual Hispanic Heritage Celebration**

At your direction, the undersigned Captain has reviewed the attached event request letter submitted by Mayor Patterson-Howard through the City Clerk's Office. The event is scheduled for Sunday September 22, 2024, from 1:00pm to 7:00pm. The rain date will be Sunday September 29, 2024. The letter requests to have Howard Street between North Terrace Avenue and West Lincoln Avenue closed to vehicular traffic.

The mayor states in the letter that Bee Line bus rerouting and the southbound local commuting and resident traffic will be in effect once again. There are no traffic or public safety concerns with this event. Approval is recommended if the following conditions are met:

- DPW to place barricades at the intersections of Howard Street and North High Street, Howard Street and North Terrace Avenue and Howard Street and West Lincoln Avenue.
- Although the letter requests Parking to place the "No Parking" signs, we no longer have the personnel in Parking Bureau. DPW to post "No Parking" signs to reflect no parking on September 22, 2024, from 7:00am to 8:00pm signs on both sides of the streets on Howard Street between North Terrace Avenue and West Lincoln Avenue at least 72 hours prior to the event.

It is requested that the Auxiliary Police be assigned to this event. It is also recommended that the patrol supervisor and sector car monitor the event. If additional manpower is needed, the patrol supervisor should be authorized to hire the necessary number of officers, on an overtime basis.

Captain Michael Goldman  
Commanding Officer  
Support Services Division

**CC: Patrol Division  
Parking Bureau  
Aux. PD**



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*  
ROBERT L. HACKETT  
*Deputy Commissioner*

July 30, 2024

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

**RE:** Hispanic Heritage Month Celebration

Replying to your memo regarding the Hispanic Heritage Month Celebration please be advised that the Department of Public Works has no objections to this event. DPW will place "No Parking" signs 72 hours prior to the event and drop barricades 24 hours in advance. Department of Public Works will also provide power.

The following Streets will have closures:

Howard Street between North Terrace and West Lincoln Avenue

Best Regards,

Damani Bush  
Commissioner of Public Works

**From:** [Norman, Deborah](#)  
**To:** [Joshua, Kimberly](#)  
**Cc:** [Odindo, Kim](#); [Janet S. Lopez](#)  
**Subject:** RE: Hispanic Heritage Month  
**Date:** Tuesday, August 13, 2024 1:19:56 PM  
**Attachments:** [image001.png](#)

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Ms. Joshua

The FDMV Approves the Hispanic Heritage Celebration on Howard Street.  
The letter did not request anything from the Fire Dept, however we will send personnel to insure safety for outside grills/cooking.  
Best,

Comm Norman, FDMV

---

**From:** Joshua, Kimberly  
**Sent:** Tuesday, August 13, 2024 10:42 AM  
**To:** Norman, Deborah <DNorman@cmvny.com>  
**Subject:** Hispanic Heritage Month

Please submit your approval or disapproval for tomorrow's meeting.

**Kimberly J Joshua**  
**Executive Administrative Assistant**  
**Office of the City Clerk**  
**Mount Vernon City Hall**  
**1 Roosevelt Square**  
**City of Mount Vernon, NY**  
[kjoshua@mountvernonny.gov](mailto:kjoshua@mountvernonny.gov)  
**914-665-2350 (p) 914-668-6044 (f)**



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# 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 -729

Agenda Date: 8/14/2024

Agenda #: 6.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH BLOOMBERG HARVARD CITY LEADERSHIP INITIATIVE FOR THE ONBOARDING OF A FELLOW**

**Whereas**, by letter dated July 9, 2024, the Mayor has requested legislation authorizing the Mayor to enter into a Memorandum of Understanding (MOU) with the Bloomberg Harvard City Leadership Initiative to allow the onboarding of a fellow for two (2) years; and

**Whereas**, for the past four years, the Patterson-Howard administration has worked with the Bloomberg Harvard City Leadership Initiative at the JFK School of Government (Harvard University) to address various issues faced by municipal governments; and

**Whereas**, this partnership has resulted in the opportunity for the City of Mount Vernon to engage with Bloomberg Harvard to start a fellowship program for one graduate student to work with the leadership team of the city for a two-year term, specifically within the Buildings Department; and

**Whereas**, this fellowship comes at *no* cost to the city; and

**Whereas**, the fellowship will involve the graduate student working with the leadership team of the Buildings Department to provide general support and improve workflows within the department; and

**Whereas**, the City of Mount Vernon believes that the onboarding of this fellow will enhance the operations of the Building Department and benefit the community; and

**Whereas**, the full details of the MOU are provided in the attachment; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Enter into MOU.** The City Council authorizes the Mayor to enter into a Memorandum of Understanding (MOU) with the Bloomberg Harvard City Leadership Initiative to allow the onboarding of a fellow for two (2) years.

**Section 2. Term and Scope of Fellowship.** The fellow will work with the leadership team of the Buildings Department to provide general support and improve workflows within the department. The fellowship will last for a term of two (2) years.

**Section 3. No Cost to City.** The fellowship program and the onboarding of the fellow will

come at *no* cost to the City of Mount Vernon.

**Section 4. Effective Date.** This ordinance shall take effect immediately upon its passage and approval by the City Council.



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*

July 9, 2024

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

Re: Memorandum of Understanding (MOU) with Bloomberg Harvard City Leadership Initiative

To the Honorable City Council,

For the past four years the Patterson-Howard administration has worked with the Bloomberg Harvard City Leadership Initiative at JFK School of Government (Harvard University) through different issues municipal governments face daily. The result of this partnership has led the City of Mount Vernon to engage with Bloomberg Harvard for the start of a fellowship for one graduate student to work with the leadership team of the city for a two-year term on specific policy areas within our Buildings Department. This comes at no cost to the city.

This letter is a request for legislation from your honorable body to allow our office to enter into an MOU with Bloomberg Harvard to allow the onboarding of this Fellow for the duration of two years. This fellow will work with the leadership team of the Buildings department to provide general support and flesh out workflows within the department daily. The full details of the MOU are provided in the attachment.

It is our belief that the onboarding of this fellow at no cost to the city will allow us to continue to improve the operations of the Building Department. The MOU will serve for the benefit of our community, and we foresee great opportunity through this initiative. I am available if there are any questions that need to be answered.

In Service,

Mayor Shawyn Patterson-Howard, MPA  
City of Mount Vernon

**Cc: Law**  
**Buildings**  
**HR**

*“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 -754

Agenda Date: 8/14/2024

Agenda #: 7.

### City Council:

### **AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT FUNDING FROM THE URBAN RENEWAL AGENCY FOR THE OFFICE OF NEIGHBORHOOD SAFETY & ENGAGEMENT**

**Whereas**, by letter dated July 22, 2024, the Mayor has requested legislation authorizing the Office of the Mayor to accept \$400,000 from the Urban Renewal Agency (URA) to support the Office of Neighborhood Safety & Engagement (NSE) staffing and operations; and

**Whereas**, the City of Mount Vernon is committed to enhancing the safety and engagement of its neighborhoods through the effective operation of the Office of Neighborhood Safety & Engagement (NSE); and

**Whereas**, the Urban Renewal Agency (URA) has allocated \$400,000 to support the staffing and operations of the NSE; and

**Whereas**, the City Council has previously adopted resolutions creating the NSE and setting the salary for the director's position; and

**Whereas**, the acceptance of these funds will enable the hiring of a director and provide necessary staffing and operational resources for the NSE; **Now, Therefore, Be It Resolved That**

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

**Section 1. Acceptance of Funds.** The City Council of the City of Mount Vernon authorizes the Mayor to accept \$400,000 from the Urban Renewal Agency (URA) to support the Office of Neighborhood Safety & Engagement (NSE) staffing and operations.

**Section 2. Allocation of Funds.** The funds shall be allocated to the Mayor's Office under Budget Code A1210.101 to cover the hiring of a director, along with staffing and operational expenses for the NSE.

**Section 3. Implementation.** The Mayor's Office is authorized to proceed with the recruitment and hiring process for the director of the NSE and to allocate funds for necessary staffing and operational needs as per the budgetary provisions.

**Section 4. Prior Resolutions.** This ordinance recognizes and builds upon the prior resolutions adopted by the City Council establishing the NSE and determining the salary for the director's position.

**Section 5. Effective Date.** This ordinance shall take 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) 665-2362 – Fax: (914) 665-6173

**MALCOLM CLARK**  
*Chief of Staff*

July 22, 2024

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

Re: Accepting funds from the Urban Renewal Agency for the Office of Neighborhood Safety & Engagement

To the Honorable City Council,

This letter serves a request for legislation to accept \$400,000 from the Urban Renewal Agency (URA) for the staffing and operations of the Office of Neighborhood Safety & Engagement (NSE). This allocation will be assigned to the hiring of a director for the office along with staffing and operational expenses. The budget code for this will be A1210.101 (Mayor's Office).

Your honorable body has adopted previous resolutions creating this office and setting the salary for the director's position, this request will allow for the funding of this office going forward. Thank you for your attention to this matter and please reach out if you have further questions

In Service,

Mayor Shawyn Patterson-Howard, MPA  
City of Mount Vernon

4

AN ORDINANCE REQUESTING PERMISSION TO  
CREATE AN OFFICE OF NEIGHBORHOOD SAFETY &  
ENGAGEMENT WITHIN THE CITY OF MOUNT VERNON, NY

WHEREAS, by letter dated May 10, 2023, the Mayor has requested that legislation be enacted to create an Office of Neighborhood Safety & Engagement for the City of Mount Vernon, NY. This office would be responsible for coordinating and implementing initiatives that promote community safety and engagement, with a focus on addressing the root causes of crime and violence; and

WHEREAS, the Office of Neighborhood Safety & Engagement would be responsible for developing and implementing a comprehensive strategy to address these issues. This would include working closely with community & business leaders, organizations, and residents to identify and prioritize the most pressing concerns. The office would also work to establish partnerships with law enforcement agencies and other government entities to coordinate and implement initiatives that enhance public safety; and

WHEREAS, the Office of Neighborhood Safety & Engagement would also be responsible for creating programs and activities that promote community engagement, including youth mentorship programs, neighborhood watch programs, and community events. These initiatives would help to build trust and foster stronger relationships between law enforcement and residents, ultimately creating a safer and more vibrant community; and

WHEREAS, the creation of an Office of Neighborhood Safety & Engagement would be a critical step in addressing the root causes of crime and violence in our city. I urge you to support this initiative and provide the necessary resources to establish this office and together, we can work to create a safer and more prosperous community for all residents of Mount Vernon; NOW, THEREFORE,

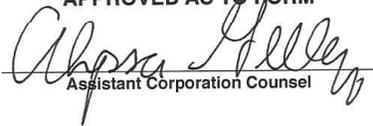
The City of Mount Vernon, in City Council convened does hereby ordain and enact:

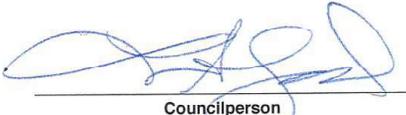
Section 1. Permission is hereby granted authorizing the creation of an Office of Neighborhood Safety & Engagement for the City of Mount Vernon.

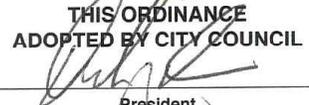
Section 2. Funds for the creation of this Office of Neighborhood Safety & Engagement for the City of Mount Vernon are available upon acceptance of \$200,000.00 from the Urban Renewal Agency to support the creation of this office which includes hiring of a staff and identifying space for the office.

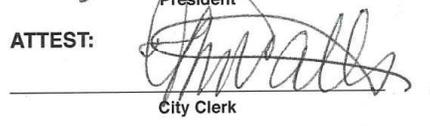
Section 3. This ordinance shall take effect upon its approval by the Board of Estimate & Contract.

Vote Taken As Follows: 6/14/2023  
Copeland: Yea Gleason: Yea  
Potat: Yea Thompson: Absent  
Browne: Yea Ordinance Adopted

APPROVED AS TO FORM  
  
Assistant Corporation Counsel

  
Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL  
  
President

ATTEST:  
  
City Clerk

APPROVED  
JUN 15 2023  
Date  
By   
Mayor

APPROVED  
Dept. \_\_\_\_\_

4

JUN 20 2023

2

RESOLVED, that an ordinance adopted by the City Council on June 14, 2023, and signed by the Mayor on May 15, 2023, granting permission to the Mayor's Office to create an Office of Neighborhood Safety & Engagement within the City of Mount Vernon, NY, be and the same is hereby approved.

Vote recorded on 6/20/2023 as follows:

Browne: Yea Morton: Yea

Patterson-Howard: Yea

Resolution Adopted 3-0

APPROVED AS TO FORM

*Alyssa Gullis*  
Assistant Corporation Counsel

ADOPTED BY  
BOARD OF ESTIMATE  
AND CONTRACT

APPROVED

Dept. \_\_\_\_\_

*[Signature]*

Clerk

2

2

**AN ORDINANCE AUTHORIZING THE DIRECTOR OF NEIGHBORHOOD SAFETY AND ENGAGEMENT POSITION WITHIN THE MAYOR'S OFFICE**

**Whereas**, by letter dated March 6, 2024, the Mayor has requested legislation authorizing the City of Mount Vernon to establish the position of Director of Neighborhood Safety and Engagement within the Mayor's Office; and

**Whereas**, the City of Mount Vernon recognizes the importance of enhancing neighborhood safety and fostering community engagement; and

**Whereas**, it is imperative to establish the Director of Neighborhood Safety and Engagement position within the Mayor's Office to develop and implement comprehensive neighborhood safety plans; **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 City of Mount Vernon hereby establishes the position of Director of Neighborhood Safety and Engagement within the Mayor's Office.

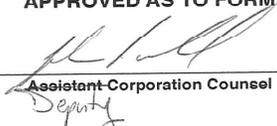
**Section 2. Responsibilities.** The Director of Neighborhood Safety and Engagement shall be responsible for overseeing the Office of Neighborhood Safety and Engagement. Their duties include but are not limited to, developing city-wide Comprehensive Neighborhood Safety Plans in collaboration with Cities United, coordinating partnerships between public and private entities to improve safety and community engagement, and ensuring the effective execution of comprehensive public safety plans.

**Section 3. Job Specifications.** The job specifications for the Director of Neighborhood Safety and Engagement position were approved by the Civil Service Commission on February 21, 2024. The position is graded as Grade 13A by the Human Resources Department, with a salary range of \$84,108.40 to \$106,266.85.

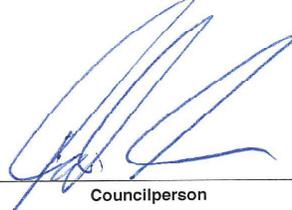
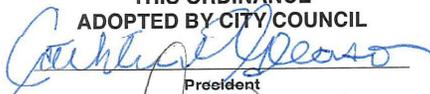
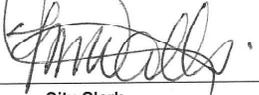
**Section 4. Funding.** Funding for the Director of Neighborhood Safety and Engagement position has been previously identified and allocated through a City Council ordinance dated June 14, 2023 (Item #4) and approved by the Board of Estimate & Contract on June 20, 2023 (Item #2).

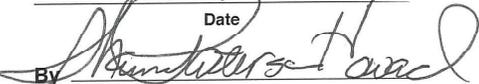
**Section 5. Effective Date.** This ordinance shall take effect upon its approval by the Board of Estimate & Contract.

Vote Taken As Follows: 3/13/2024  
Boxhill: Yea    Browne: Yea  
Poteat: Yea    Thompson: Yea  
Gleason: Yea    Ordinance Adopted

**APPROVED AS TO FORM**  
  
Assistant Corporation Counsel  
Deputy

**APPROVED**  
Dept. \_\_\_\_\_

  
Councilperson  
**THIS ORDINANCE ADOPTED BY CITY COUNCIL**  
  
President  
**ATTEST:**   
City Clerk

**APPROVED**  
MAR 14 2024  
Date  
By   
Mayor

2

3

AN ORDINANCE AUTHORIZING THE COMPTROLLER TO TRANSFER FUNDS FOR THE CREATION OF THE DIRECTOR OF NEIGHBORHOOD SAFETY AND ENGAGEMENT POSITION

Whereas, by letter dated March 6, 2024, the Mayor has requested legislation authorizing the Comptroller to transfer the sum of \$200,000 from the Urban Renewal Agency, which shall be allocated to the Mayor's Office salary line (A1210.101) to cover the creation of the Director of Neighborhood Safety and Engagement position for a duration of two years; and

Whereas, the Mayor's Office seeks to enhance neighborhood safety and community engagement within the City of Mount Vernon; and

Whereas, the Urban Renewal Agency has allocated funds in the amount of \$200,000 to cover the salary expenses for the creation of the Director of Neighborhood Safety and Engagement position for a period of two years; and

Whereas, a previous resolution was adopted by the City Council on June 14, 2023, to authorize the transfer of funds for this purpose, which was further approved by the Board of Estimate & Contract on June 20, 2023; Now, Therefore, Be It Resolved That

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

Section 1. Acceptance of Funds. The Comptroller is hereby authorized to transfer the sum of \$200,000 from the Urban Renewal Agency, which shall be allocated to the Mayor's Office salary line (A1210.101) to cover the creation of the Director of Neighborhood Safety and Engagement position for a duration of two years.

Section 2. Budget Allocation. The funds transferred under this ordinance shall be utilized exclusively for the salary expenses associated with the Director of Neighborhood Safety and Engagement position as outlined in the budget line A1210.101.

Section 3. Future Funding Opportunities. The Mayor's Office shall actively seek grants from the White House's Office of Violence Prevention and other sources to sustain funding for the Director of Neighborhood Safety and Engagement position beyond the initial two-year period.

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

[Signature]
Councilperson

APPROVED AS TO FORM
[Signature]
Assistant Corporation Counsel
Deputy

THIS ORDINANCE
ADOPTED BY CITY COUNCIL
[Signature]
President

ATTEST: [Signature]
City Clerk

APPROVED
Dept. \_\_\_\_\_

APPROVED
MAR 14 2024
Date
[Signature]
Mayor

Vote Taken As Follows: 3/13/2024
Boxhill: Yea Browne: Yea
Poteat: Yea Thompson: Yea
Gleason: Yea Ordinance Adopted

3



# 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 -760

**Agenda Date:** 8/14/2024

**Agenda #:** 8.

### AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS WITHIN THE OFFICE OF THE MAYOR FOR THE PURCHASE OF OFFICE FURNITURE

**Whereas**, by letter dated July 26, 2024, the Mayor has requested legislation authorizing the transfer of funds within the Office of the Mayor, specifically the transfer of \$5,000 required from the Mayor's Office - Contracted Outside Expense (Account A1210.405) to Office Expense (Account A1210.401) to facilitate the purchase of new office furniture; and

**Whereas**, the Office of the Mayor requires new furniture to maintain an efficient and functional workspace; and

**Whereas**, it is necessary to transfer funds within the Office of the Mayor to accommodate the purchase of this new furniture; and

**Whereas**, the funds will be transferred from the Mayor's Office - Contracted Outside Expense (Account A1210.405) to Office Expense (Account A1210.401); **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 hereby authorizes the transfer of funds within the Office of the Mayor, specifically the transfer of \$5,000 required from the Mayor's Office - Contracted Outside Expense (Account A1210.405) to Office Expense (Account A1210.401) to facilitate the purchase of new office furniture.

**Section 2. Purpose.** The purpose of this fund transfer is to ensure that the Mayor's Office has the necessary resources to maintain a functional and efficient working environment through the acquisition of new office furniture.

**Section 3. Implementation.** The City's financial department is directed to execute the financial transactions required to complete the transfer of funds as authorized by this ordinance.

**Section 4. Effective Date.** This ordinance shall take 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) 665-2362 – Fax: (914) 665-6173

MALCOLM CLARK
Chief of Staff

KHENDRA DAVID
Deputy Chief of Staff

July 26, 2024

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

Re: Authorization to Transfer funds within the Office of the Mayor

To the Honorable City Council,

This letter comes as a request for the enactment of legislation authorizing the transfer of funds within the office of the mayor. We are requesting the amount below to be transferred from the Mayor’s Office: - Contracted Outside Expense: A1210.405 to Office Expense – A1210.401.

Table with 3 columns: From, Amount, To. Row 1: A1210.405 Contracted Outside Expense, \$5,000, A1210.401 Office Expense

This interdepartmental transfer is necessary to cover the purchase of new furniture for the mayor’s office. Thank you for your attention to this matter, and please reach out if you have further questions.

In Service,

Handwritten signature of Shawyn Patterson-Howard

Mayor Shawyn Patterson-Howard, MPA
City of Mount Vernon



# 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 -726

**Agenda Date:** 8/14/2024

**Agenda #:** 9.

### City Council:

### **AN ORDINANCE AUTHORIZING A BUDGET LINE TRANSFER TO COVER THE PURCHASE OF LACTATION PODS FOR MOUNT VERNON CITY HALL**

**Whereas**, by letter dated July 8, 2024, the Commissioner for the Department of Public Works has requested legislation authorizing the transfer of funds in the amount of \$28,100.00 from A1620.414 (Building Maintenance: Repairs to Plant & Equipment) to A1620.203 (Building Maintenance: Equipment) to cover the purchase of lactation pods for Mount Vernon City Hall; and

**Whereas**, the City of Mount Vernon is committed to ensuring compliance with the New York State Department of Labor’s official policy on breast milk expression, which mandates the provision of suitable accommodations for lactating mothers; and

**Whereas**, the purchase of lactation pods is necessary to meet the minimum required standard accommodation as per the state's labor laws; and

**Whereas**, it is necessary to transfer funds within the Building Maintenance budget to cover the cost of these lactation pods; and

**Whereas**, the following budget line transfer is proposed:

<b>From:</b>	<b>Amount:</b>	<b>To:</b>
A1620.414 (Building Maintenance: Repairs to Plant & Equipment)	\$28,100.00	A1620.203 (Building Maintenance: Equipment)

### **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 Council hereby authorizes the transfer of funds in the amount of \$28,100.00 from A1620.414 (Building Maintenance: Repairs to Plant & Equipment) to A1620.203 (Building Maintenance: Equipment) to cover the purchase of lactation pods for Mount Vernon City Hall.

**Section 2. Purpose of Transfer.** The transferred funds will be used specifically for purchasing and installing lactation pods in Mount Vernon City Hall to ensure compliance with the New York State Department of Labor’s policy on breast milk expression.

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



**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) 665-2343 – Fax: (914) 665-2476

**DAMANI L. BUSH**  
*Commissioner*

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

July 8, 2024

Honorable City Council  
One Roosevelt Square  
Mount Vernon, New York 10550  
*(Through the Office of the Mayor)*

Re: Transfer of Funds

Dear Honorable City Council Members:

The following department budget line transfer is being requested to cover the purchase of lactation pods for Mount Vernon City Hall. These pods are part of the New York State Department of Labor’s official policy on breast milk expression and are the minimum required standard accommodation. This transfer is necessary to ensure that City Hall is in compliance with the state’s labor laws.

FROM	AMOUNT	TO	AMOUNT
A1620.414 Building Maintenance: Repairs to Plant & Equipment	\$28,100.00	A1620.203 Building Maintenance: Equipment	\$28,100.00

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

Respectfully,

Commissioner, DPW

Cc: Comptroller’s Office / File

DB/lp

WE ARE YOUR DOL



Department  
of Labor

# POLICY ON THE RIGHTS OF EMPLOYEES TO EXPRESS BREAST MILK

in the Workplace

## INTRODUCTION AND PURPOSE

Section 206-c of the New York State Labor Law gives all employees in New York the right to express breast milk in the workplace. This law applies to all public and private employers in New York State, regardless of size or the nature of their business.

The New York State Department of Labor has developed the official policy on breast milk expression in the workplace as required by the law, ensuring that all employees know their rights and all employers understand their responsibilities. This policy is the minimum required standard, but employers are encouraged to include additional accommodations tailored to their workplace.

With the information provided below, employees will learn how much time they are allowed for breast milk expression, the kind of space employers are required to provide for breast milk expression, how to notify employers about the need to express breast milk in the workplace, and how to notify the Department of Labor if these rights are not honored.

Employers are required to provide this policy in writing to all employees when they are hired and again every year after. Employers are also required to provide the policy to employees as soon as they return to work following the birth of a child.

## USING BREAK TIME FOR BREAST MILK EXPRESSION

Employers must provide reasonable unpaid break time for their employees to express breast milk. In addition, employees must also be permitted to use their paid break time or meal time to express breast milk. This time must be provided for up to three years following childbirth. Employers must provide unpaid break time at least every three hours if requested by the employee. However, the number of unpaid breaks an employee will need to express breast milk is unique to each employee and employers must provide reasonable break times based on the individual. Employers are prohibited from discriminating in any way against an employee who chooses to express breast milk in the workplace.

An employee must be permitted to work before or after their normal shift to make up any time used as unpaid break time to express breast milk, as long as this time falls within the employer's normal work hours. However, an employee is not required to make up their unpaid break time.

All employers must continue to follow existing federal and state laws, regulations, and guidance regarding paid and unpaid break time and meal times regardless of whether the employee uses such time to express breast milk. For additional information regarding what constitutes a meal period or a break period under state and federal law, please see the following resources:

- NY Department of Labor Website on Day of Rest, Break Time, and Meal Periods  
[dol.ny.gov/day-rest-and-meal-periods](https://dol.ny.gov/day-rest-and-meal-periods)
- NY Department of Labor FAQs on Meal and Rest Periods  
[dol.ny.gov/system/files/documents/2021/03/meal-and-rest-periods-frequently-asked-questions.pdf](https://dol.ny.gov/system/files/documents/2021/03/meal-and-rest-periods-frequently-asked-questions.pdf)
- U.S. Department of Labor FLSA FAQ on Meal and Rest Periods  
[dol.gov/agencies/whd/fact-sheets/22-flsa-hours-worked](https://dol.gov/agencies/whd/fact-sheets/22-flsa-hours-worked)
- U.S. Department of Labor FLSA Fact Sheet on Compensation for Break Time to Pump Breast Milk  
[dol.gov/agencies/whd/fact-sheets/73-flsa-break-time-nursing-mothers](https://dol.gov/agencies/whd/fact-sheets/73-flsa-break-time-nursing-mothers)

While an employer cannot require that an employee works while expressing breast milk, nothing in Labor Law 206-c prevents an employee from voluntarily choosing to do so. Time working while expressing breast milk must be compensated.

Unpaid breaks provided for the expression of breast milk must be at least twenty minutes. However, if the designated lactation room where such break will be taken is not close to an employee's work station, the provided break must be at least thirty minutes. An employee must be allowed to take a longer unpaid break if needed. Employees may also opt to take shorter unpaid breaks.

Employees who work remotely have the same rights to unpaid time off for the purpose of expressing breast milk, as all other employees who perform their work in-person.

## **MAKING A REQUEST TO EXPRESS BREAST MILK AT WORK**

If an employee wants to express breast milk at work, they need to give employers reasonable advance notice, generally before returning to the workplace if the employee is on leave. This advance notice is to allow employers the time to find an appropriate location and adjust schedules if needed.

Employees wishing to request a room or other location to express breast milk in the workplace should do so by submitting a written request to their direct supervisor or individual designated by their employer for processing requests. Employers must respond to this request for a room or other location to express breast milk in writing within five days.

Employers must notify all employees in writing through email or printed memo when a room or other location has been designated for breast milk expression.

## **LACTATION ROOM REQUIREMENTS**

In addition to providing the necessary time during the workday, employers must provide a private room or alternative location for the purpose of breast milk expression. **The space provided for breast milk expression cannot be a restroom or toilet stall.**

The room or other location must:

- Be close to an employee's work area
- Provide good natural or artificial light
- Be private – both shielded from view and free from intrusion
- Have accessible, clean running water nearby
- Have an electrical outlet (if the workplace is supplied with electricity)
- Include a chair
- Provide a desk, small table, desk, counter or other flat surface

There does not need to be a separate space for every nursing employee. An employer may dedicate a single room or other location for breast milk expression. Should there be more than one employee at a time needing access to a lactation room, an employer may dedicate a centralized location to be used by all employees.

Any space provided for breast milk expression must be close to the work area of the employee(s) using the space. The space must be in walking distance, and the distance to the location should not significantly extend an employee's needed break time.

Employers located in shared work areas, such as office buildings, malls and similar spaces may work together to establish and maintain a dedicated lactation room, as long as such space(s) are a reasonable distance from the employees using the room. Each employer utilizing this common space is individually responsible for making sure the room meets the needs of their employees.

If there is not a separate room or space available for lactation, an employer may use a vacant office or other available room on a temporary basis. This room must not be accessible to the public or other employees while an employee is using it for breast milk expression.

As a last resort, an available cubicle may be used for breast milk expression. A cubicle can only be used if it is fully enclosed with a partition and is not otherwise accessible to the public or other employees while being used for breast milk expression. The cubicle walls must be at least seven feet tall to insure the employee's privacy.

To ensure privacy, if the lactation room has a window, it must be covered with a curtain, blind or other covering. In addition, the lactation space should have a door equipped with a functional lock. If this is not possible (such as in the case of a fully enclosed cubicle), as a last resort, an employer must utilize a sign advising the space is in use and not accessible to other employees or the public.

If the workplace has a refrigerator, employers must allow employees to use it to store breast milk. However, employers are not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator in the workplace. Employees are required to store all expressed milk in closed containers and bring milk home each evening.

The space designated for expressing breast milk must be maintained and clean at all times.

If an employer can demonstrate undue hardship in providing a space with the above requirements, the employer must still provide a room or other location - other than a restroom or toilet stall - that is in close proximity to the work area where an employee can express breast milk in privacy, that meets as many of the requirements as possible. Undue hardship is defined in the statute as "causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business." **However, an employer may not deny an employee the right to express breast milk in the workplace due to difficulty in finding a location.**

## **NEW YORK STATE DEPARTMENT OF LABOR RESOURCES**

If an employee believes that they are experiencing retaliation for expressing breast milk in the workplace, or that their employer is in violation of this policy, they should contact the New York State Department of Labor's Division of Labor Standards. Call us at **1-888-52-LABOR**, email us at [LSAsk@labor.ny.gov](mailto:LSAsk@labor.ny.gov), or visit our website at [dol.ny.gov/breast-milk-expression-workplace](https://dol.ny.gov/breast-milk-expression-workplace) to file a complaint.

A list of our offices is available at [dol.ny.gov/location/contact-division-labor-standards](https://dol.ny.gov/location/contact-division-labor-standards).

*Complaints are confidential.*

## **FEDERAL RESOURCES**

The federal PUMP Act went into effect in 2023, expanding protections for almost all employees expressing breast milk at work. Under the PUMP Act, any covered workers not provided with breaks and adequate space for up to a year after the birth of a child are able to file a complaint with the U.S. Department of Labor or file a lawsuit against their employers. For more information, please visit [dol.gov/agencies/whd/pump-at-work](https://dol.gov/agencies/whd/pump-at-work).

**WE ARE YOUR DOL**



Department  
of Labor

# LACTATION

## INFORMATION FOR EMPLOYERS

Rights Of Nursing Employees To Pump Breast Milk At Work

### **EMPLOYEES HAVE THE RIGHT TO PUMP BREAST MILK AT WORK**

New York State Labor Law Section 206-c guarantees employees paid break time to pump breast milk at work.

### **BUSINESSES COVERED**

This law applies to all public and private employers in New York State, regardless of the size or nature of the business.

### **EMPLOYER NOTICE REQUIREMENT**

All employers are required to inform all employees about the right to take paid leave for the purpose of pumping breast milk. Employees must be informed when they are hired, and once a year thereafter. Employers must also remind every employee returning to work following the birth of a child of these rights. As an employer, you can inform your employees of this right by providing them with the New York State Department of Labor's (NYSDOL) policy through email or printed copy. The policy is available here [on.ny.gov/breastmilkexpression](https://on.ny.gov/breastmilkexpression). Employers must also notify all employees when a space has been designated for breast milk expression.

### **EMPLOYEE NOTICE REQUIREMENT**

Employees who want to pump breast milk at work must notify their employers in advance – preferably before they return to work from maternity leave. Employees must notify employers in writing. This request can be sent through email, text message, written correspondence or any chat-based app regularly used by the organization for correspondence that allows for the retention of messages. Employers should advise employees to include the following information in their written notification: anticipated return date, details regarding how many breaks they anticipate needing during the work day, and potential preferred times to express breast milk. Upon receiving a request, employers must respond in writing within five (5) days to the employee.

### **DURATION OF THE RIGHT TO PUMP BREAST MILK**

An employee may take break time to pump breast milk at work for up to three years following the birth of a child.

### **LENGTH OF BREAKS**

Employers must give their employees a 30 minute paid break when the employee has a need to express breast milk. Employees may take shorter breaks if they choose. This paid time is in addition to any regularly scheduled break time or meal time. Employees may use their regularly scheduled break times or meal time for milk expression should they need additional time in excess of 30 minutes.

### **FREQUENCY AND SCHEDULING OF BREAKS DURING THE WORKDAY**

Employers must allow employees to take breaks as often as they reasonably need to express breast milk. Each employee is different, and employers must accommodate employees based on each individual's needs.

### **EFFECT OF BREAKS ON OTHER BREAK TIME**

As an employer, you cannot deduct paid break time for breast milk expression from the employee's regular paid break or meal time. The paid time for breast milk expression is in addition to any regularly paid break or meal time. Employees can also choose to take breast milk expression breaks right before or after their regularly scheduled paid break or meal periods.

### **MAKING UP BREAK TIME PROHIBITED**

An employee is not required to make up the time spent expressing breast milk. You cannot require an employee to stay beyond their regularly scheduled work hours because they used paid break time to pump at work.

## BREAKS OF 30 MINUTES OR LESS MUST BE PAID

Employers must pay employees for up to 30 minutes of break time to pump breast milk. Employees also have the option of using their regular paid break or meal time to pump breast milk, but they are not required to do so. Employers must continue to pay any customarily paid regular break time for an employee who pumps breast milk. Employers cannot require an employee to complete work tasks while expressing breast milk, however, an employee may voluntarily decide to do so.

## PROVIDING A PLACE TO PUMP BREAST MILK

Employers are required to provide employees with a private room or other location close to the employees' work area where they can pump breast milk. If the employer can't provide a dedicated lactation room, a temporarily vacant room may be used instead. As a last resort, a cubicle can be used, but it must be fully enclosed with walls at least seven feet tall. Please review the NYSDOL's breast milk expression policy for more details regarding specific space requirements [on.ny.gov/breastmilkexpression](https://on.ny.gov/breastmilkexpression). You should consult with NYSDOL's Division of Labor Standards if you believe you cannot provide any place for an employee to pump breast milk.

## BATHROOMS PROHIBITED

The room for location provided by an employer to pump breast milk cannot be a restroom or toilet stall.

## LACTATION ROOM REQUIREMENTS

The place where employees pump breast milk must contain a chair and small table or other flat surface, an electrical outlet (if the workplace has electricity), good natural or artificial light, and access to a clean water supply. If there is a refrigerator, employees must be allowed to use the space to store pumped milk.

## PRIVACY OF THE LACTATION ROOM

The room or place provided by the employer cannot be open to other employees, customers, or members of the public while an employee is pumping breast milk. It should have a door with a functional lock, or, in the case of a cubicle, a sign warning the location is in use and not accessible to others. If the space has windows, those windows must be covered.

## DISCRIMINATION AND RETALIATION PROHIBITED

Employers may not discriminate or retaliate in any way against any employee who chooses to pump breast milk in the workplace or who files a complaint with the NYSDOL. The Department takes allegations of retaliation very seriously and will investigate promptly.

## COMPLAINT PROCESS

Any party may file a confidential complaint with NYSDOL's Division of Labor Standards alleging non-compliance with this law.

## SIMILAR FEDERAL LAW

Recent amendments to the Fair Labor Standards Act also protect the rights of nursing mothers to pump breast milk at work. For more information, contact the Wage and Hour Division of the U.S. Department of Labor at **1-866-4USWAGE**. The federal PUMP Act went into effect in 2023, expanding protections for almost all employees pumping breast milk at work. Under the PUMP Act, any covered workers not provided with breaks and adequate space for up to a year after the birth of a child are able to file a complaint with the U.S. Department of Labor or file a lawsuit against their employers. For more information please visit [dol.gov/agencies/whd/pump-at-work](https://dol.gov/agencies/whd/pump-at-work).

## ADDITIONAL INFORMATION

NYSDOL has issued a policy on the rights of employees to express breast milk in the workplace. The policy, which employers must provide to all employees, is available online at [on.ny.gov/breastmilkexpression](https://on.ny.gov/breastmilkexpression). In addition, you may call NYSDOL at **1-888-52-LABOR**, email NYSDOL at [LSAsk@labor.ny.gov](mailto:LSAsk@labor.ny.gov), or come in to the nearest Division of Labor Standards office for more information. A list of offices is available at [labor.ny.gov/workerprotection/laborstandards/workprot/lstdists.shtm](https://labor.ny.gov/workerprotection/laborstandards/workprot/lstdists.shtm).



# 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 -738

**Agenda Date:** 8/14/2024

**Agenda #:** 10.

### City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR  
TO ENTER INTO A PAYMENT CONTRACT  
AGREEMENT WITH A+ TECHNOLOGY &  
SECURITY SOLUTIONS, INC. FOR THE  
INSTALLATION OF AVIGILON CAMERAS AT DPW'S  
MAIN BUILDING (CANAL STREET) AND MARINA**

**Whereas**, by letter dated July 2, 2024, the Commissioner for the Department of Public Works has requested that the City Council enact legislation authorizing the Mayor to enter into a payment contract agreement with A+ Technology & Security Solutions, Inc. to provide and install interior and exterior Avigilon cameras at DPW's Main Building (33 Canal Street) and Marina as specified in the attached quote; and

**Whereas**, A+ Technology & Security Solutions, Inc. will provide the Department of Public Works with interior and exterior Avigilon cameras as specified in the attached quote; and

**Whereas**, the total cost for this payment agreement is \$145,130.25, which will be appropriated from Budget Line Bond Anticipated Notes (BANS) H1620.203.C948; and

**Whereas**, A+ Technology & Security Solutions, Inc. is licensed with the NYS Department of State Contract #12000298891, which excludes it from the competitive bidding process in accordance with the 2024 City of Mount Vernon Procurement Policy; and

**Whereas**, the attached proposal has been reviewed and approved in a joint operation by the Mount Vernon Police Department and Management Services; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Enter into Agreement.** The City Council authorizes the Mayor to enter into a payment contract agreement with A+ Technology & Security Solutions, Inc. to provide and install interior and exterior Avigilon cameras at DPW's Main Building (33 Canal Street) and Marina as specified in the attached quote.

**Section 2. Funding Appropriation.** The total cost for this payment agreement, amounting to \$145,130.25, shall be appropriated from Budget Line Bond Anticipated Notes (BANS) H1620.203.C948.

**Section 3. Exemption from Competitive Bidding.** In accordance with the 2024 City of Mount Vernon Procurement Policy and the licensure of A+ Technology & Security Solutions, Inc. with the NYS Department of State Contract #12000298891, this agreement is exempt from the

competitive bidding process.

**Section 4. Effective Date.** This ordinance shall take effect 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) 665-2300 – Fax: (914) 665-2476

DAMANI L. BUSH  
*Commissioner*  
ROBERT L. HACKETT  
*Deputy Commissioner*

July 2, 2024

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

Re: **A+ Technology & Security Solutions Inc.- Contract Agreement for Cameras at DPW Main Building (33 Canal Street) & Marina**

Dear Honorable City Council Members,

The Department of Public Safety requests that the City Council approve a resolution for the Mayor to enter into a payment contract agreement between A+ Technology & Security Solutions, Inc. and the City of Mount Vernon Department of Public Works. A+ Technology & Security Solutions, Inc. will provide the department with interior and exterior Avigilon cameras (please see attached quote for technical details).

The associated cost(s) for this payment agreement will be **\$145,130.25**, which will be appropriated from Budget Line Bond Anticipated Notes (BANS) H1620.203.C948. A+ Technology & Security is licensed with the NYS Dept of **State Contract #12000298891**. This licensure excludes it from the competitive bidding process in accordance with the 2024 City of Mount Vernon Procurement Policy.

The attached proposal has been reviewed and approved in a joint operation by the Mount Vernon Police Department and Management Services.

If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Respectfully,

Damani L. Bush  
Commissioner of Public Works

Cc: Comptroller's Office  
Engineering Bureau  
Law Department  
Contract 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 -739

**Agenda Date:** 8/14/2024

**Agenda #:** 11.

### City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR  
TO ENTER INTO A PAYMENT CONTRACT  
AGREEMENT WITH A+ TECHNOLOGY &  
SECURITY SOLUTIONS, INC. FOR THE  
INSTALLATION OF INTERIOR AND EXTERIOR  
AVIGILON CAMERAS AT MEMORIAL FIELD**

**Whereas**, by letter dated July 2, 2024, the Commissioner for the Department of Public Works has requested that the City Council enact legislation authorizing the Mayor to enter into a payment contract agreement with A+ Technology & Security Solutions, Inc. for the provision and installation of interior and exterior Avigilon cameras at Memorial Field as detailed in the attached proposal; and

**Whereas**, the City of Mount Vernon recognizes the need to enhance the security and safety of its public facilities; and

**Whereas**, the Department of Public Safety has identified a requirement for interior and exterior Avigilon cameras to be installed at various locations at Memorial Field; and

**Whereas**, A+ Technology & Security Solutions, Inc. is a reputable provider of advanced security solutions and is licensed with the New York State Department of State under Contract #12000298891; and

**Whereas**, this licensure excludes A+ Technology & Security Solutions, Inc. from the competitive bidding process in accordance with the 2024 City of Mount Vernon Procurement Policy; and

**Whereas**, the total cost for the installation of these security cameras is \$58,031.75, which will be appropriated from Budget Line Bond Anticipated Notes (BANS) H1620.203.C948; and

**Whereas**, the proposal from A+ Technology & Security Solutions, Inc. has been reviewed and approved in a joint operation by the Mount Vernon Police Department, Management Services, and 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. Authorization to Enter into Agreement.** The Mayor is hereby authorized to enter into a payment contract agreement with A+ Technology & Security Solutions, Inc. to provide and install interior and exterior Avigilon cameras at Memorial Field as detailed in the attached proposal.

**Section 2. Funding Appropriation.** The cost of the payment agreement, totaling \$58,031.75, shall be appropriated from Budget Line Bond Anticipated Notes (BANS) H1620.203.C948.

**Section 3. Exemption from Competitive Bidding.** In accordance with the 2024 City of Mount Vernon Procurement Policy and the licensure of A+ Technology & Security Solutions, Inc. with the NYS Department of State Contract #12000298891, this agreement is exempt from the competitive bidding process.

**Section 4. Effective date.** This ordinance shall take effect 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) 665-2300 – Fax: (914) 665-2476

DAMANI L. BUSH  
*Commissioner*

ROBERT L. HACKETT  
*Deputy Commissioner*

July 2, 2024

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

Re: **A+ Technology & Security Solutions Inc.- Contract Agreement for Cameras at Memorial Field**

Dear Honorable City Council Members,

The Department of Public Safety requests that the City Council approve a resolution for the Mayor to enter into a payment contract agreement between A+ Technology & Security Solutions, Inc. and the City of Mount Vernon Department of Public Works. A+ Technology & Security Solutions, Inc. will provide the department with interior and exterior Avigilon cameras (please see attached quote for technical details).

The associated cost(s) for this payment agreement will be **\$58,031.75**, which will be appropriated from Budget Line Bond Anticipated Notes (BANS) H1620.203.C948. A+ Technology & Security is licensed with the NYS Dept of **State Contract #12000298891**. This licensure excludes it from the competitive bidding process in accordance with the 2024 City of Mount Vernon Procurement Policy.

The attached proposal has been reviewed and approved in a joint operation by the Mount Vernon Police Department, Management Services and Department of Recreation.

If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Respectfully,

Damani L. Bush  
Commissioner of Public Works

Cc: Comptroller's Office  
Engineering Bureau  
Law Department  
Contract 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 -740

**Agenda Date:** 8/14/2024

**Agenda #:** 12.

### City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR TO  
ENTER INTO A PAYMENT CONTRACT AGREEMENT  
WITH A+ TECHNOLOGY & SECURITY SOLUTIONS,  
INC. FOR THE INSTALLATION OF AVIGILON  
CAMERAS AT CITY HALL**

**Whereas**, by letter dated July 2, 2024, the Commissioner for the Department of Public Works has requested the City Council enact legislation authorizing the Mayor to enter into a payment contract agreement with A+ Technology & Security Solutions, Inc. for the provision and installation of interior and exterior Avigilon cameras at City Hall as specified in the attached quote; and

**Whereas**, the Department of Public Safety has requested that the City Council approve a resolution for the Mayor to enter into a payment contract agreement with A+ Technology & Security Solutions, Inc.; and

**Whereas**, A+ Technology & Security Solutions, Inc. will provide the Department of Public Works with interior and exterior Avigilon cameras as specified in the attached quote; and

**Whereas**, the total cost for this payment agreement is \$80,933.69, which will be appropriated from Budget Line Bond Anticipated Notes (BANS) H1620.203.C948; and

**Whereas**, A+ Technology & Security Solutions, Inc. is licensed with the NYS Department of State Contract #12000298891, which excludes it from the competitive bidding process in accordance with the 2024 City of Mount Vernon Procurement Policy; and

**Whereas**, the attached proposal has been reviewed and approved in a joint operation by the Mount Vernon Police Department, Management Services, and 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. Authorization to Enter into Agreement.** The City Council hereby authorizes the Mayor to enter into a payment contract agreement with A+ Technology & Security Solutions, Inc. to provide and install interior and exterior Avigilon cameras at City Hall as specified in the attached quote.

**Section 2. Funding Appropriation.** The total cost for this payment agreement, amounting to \$80,933.69, shall be appropriated from Budget Line Bond Anticipated Notes (BANS) H1620.203.C948.

**Section 3. Exemption from Competitive Bidding.** In accordance with the 2024 City of Mount Vernon Procurement Policy and the licensure of A+ Technology & Security Solutions, Inc. with the NYS Department of State Contract #12000298891, this agreement is exempt from the competitive bidding process.

**Section 4. Effective Date.** This ordinance shall take effect 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) 665-2300 – Fax: (914) 665-2476

DAMANI L. BUSH  
*Commissioner*

ROBERT L. HACKETT  
*Deputy Commissioner*

July 2, 2024

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

Re: **A+ Technology & Security Solutions Inc.- Contract Agreement for Cameras at City Hall**

Dear Honorable City Council Members,

The Department of Public Safety requests that the City Council approve a resolution for the Mayor to enter into a payment contract agreement between A+ Technology & Security Solutions, Inc. and the City of Mount Vernon Department of Public Works. A+ Technology & Security Solutions, Inc. will provide the department with interior and exterior Avigilon cameras (please see attached quote for technical details).

The associated cost(s) for this payment agreement will be **\$80,933.69**, which will be appropriated from Budget Line Bond Anticipated Notes (BANS) H1620.203.C948. A+ Technology & Security is licensed with the NYS Dept of **State Contract #12000298891**. This licensure excludes it from the competitive bidding process in accordance with the 2024 City of Mount Vernon Procurement Policy.

The attached proposal has been reviewed and approved in a joint operation by the Mount Vernon Police Department, Management Services and Department of Recreation.

If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Respectfully,

Damani L. Bush  
Commissioner of Public Works  
Cc: Comptroller's Office  
Engineering Bureau  
Law Department  
Contract 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 -750

**Agenda Date:** 8/14/2024

**Agenda #:** 13.

### City Council:

#### **AN ORDINANCE TO ESTABLISH A 2024 LIST OF QUALIFIED MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (MWBE) GENERAL CONTRACTORS**

**Whereas**, by letter dated July 17, 2024, the Commissioner for the Department of Public Works has requested that the City Council enact legislation authorizing the establishment of a 2024 list of qualified Minority and Women-Owned Business Enterprise (MWBE) General Contractors as identified below; and

**Whereas**, the City of Mount Vernon is committed to promoting diversity, equity, and inclusion within the construction industry; and

**Whereas**, a Request for Qualifications (RFQ) was advertised on February 28, 2024, to identify and pre-qualify MWBE General Contractors with the requisite expertise, experience, and capacity to undertake various public works projects within the city; and

**Whereas**, numerous submissions from MWBE General Contractors were received and meticulously reviewed based on stringent criteria, including technical competence, financial stability, past performance, and compliance with regulatory requirements; and

**Whereas**, the evaluation process has identified the following qualified MWBE General Contractors who meet the established standards:

- Sierra Contractors Corp. - 203-06 39th Avenue, Bayside, NY 11361
- Bonanza Contracting LLC - 230 N. 7th Avenue, Mount Vernon, NY 10550
- Glorious Contracting, Inc. - 41 Springer Avenue, Yonkers NY 10704
- Coqui Creations Corp. DBA Landscape Concepts - 50 Sodom Road, Brewster NY 10509
- Apache Legend Group - 239 Lexington Avenue, Mount Kisco, NY 10549
- Aquatech Engineering P.C. - Bonita Vista Road, Mount Vernon, NY 10552
- W. Allen Engineering, LLC - 121 W. 27th Street, New York, NY 10001
- DACK Consulting Solutions - 2 William Street, White Plains, NY 10601
- DCH Construction, LLC - 40 S. Cole Avenue, Spring Valley, NY 10977
- Ray Copeland Building & Home Improvement, 25 S. 1<sup>st</sup> Avenue, Mount Vernon, NY 10550

**Whereas**, the creation of this list will facilitate the engagement of qualified MWBE firms in public works projects, fostering a more inclusive economic environment and expediting the contractor selection

process for upcoming projects; **Now, Therefore, Be It Resolved That**

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

**Section 1. Approval.** The City Council hereby approves the establishment of a 2024 list of qualified Minority and Women-Owned Business Enterprise (MWBE) General Contractors as identified above.

**Section 2. Authorization.** The Mayor is authorized to formalize and utilize this list to engage MWBE General Contractors in public works projects within the City of Mount Vernon.

**Section 3. Collaboration.** The Department of Public Works, in collaboration with the relevant city departments, is directed to proceed with the next steps in engaging these contractors for the city's projects. This will further the city's mission to deliver high-quality public works while supporting diverse business enterprises.

**Section 4. Effective Date.** This ordinance shall take effect immediately upon its passage and approval by the City Council.



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

July 22, 2024

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

Re: Establishing 2024 List of MWBE Qualified Contractors

Dear Honorable City Council Members,

I am writing to seek the City Council's approval for the establishment of a list of qualified Minority and Women-owned Business Enterprise (MWBE) General Contractors. This initiative is based on the Request for Qualifications (RFQ) that was advertised on February 28, 2024.

The RFQ was designed to identify and pre-qualify MWBE General Contractors who possess the requisite expertise, experience, and capacity to undertake various public works 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.

Over the past few months, we have received and meticulously reviewed numerous submissions from MWBE General Contractors. These submissions were evaluated based on stringent criteria that include technical competence, financial stability, past performance, and compliance with regulatory requirements. The evaluation process has enabled us to identify a select group of contractors below who meet the established standards:

- Sierra Contractors Corp. – 203-06 39<sup>th</sup> Avenue, Bayside, NY 11361
- Bonanza Contracting LLC. – 230 N. 7<sup>th</sup> Avenue, Mount Vernon, NY 10550
- Glorious Contracting, Inc. – 41 Springer Avenue, Yonkers NY 10704
- Coqui Creations Corp. DBA Landscape Concepts – 50 Sodom Road, Brewster NY 10509
- Apache Legend Group. – 239 Lexington Avenue, Mount Kisco, NY 10549
- Aquatech Engineering P.C. – Bonita Vista Road, Mount Vernon, NY 10552
- W. Allen Engineering, LLC – 121 W. 27<sup>th</sup> Street, New York, 10001
- DACK Consulting Solutions, - 2 William Street, White Plains, NY 10601
- DCH Construction, LLC – 40 S. Cole Avenue, Spring Valley, NY 10977
- Ray Copeland Building & Home Improvement, 25 S. 1<sup>st</sup> Avenue, Mount Vernon, NY 10550



**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*

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

The creation of this list aligns with our city's commitment to promoting diversity, equity, and inclusion within the construction industry. It will facilitate the engagement of qualified MWBE firms in public works projects, thereby fostering a more inclusive economic environment. Additionally, having a pre-qualified list will expedite the contractor selection process for upcoming projects, ensuring timely project initiation and completion.

I respectfully request the City Council's approval to formalize this list of qualified MWBE General Contractors. Your approval will allow us to proceed with the next steps in engaging these contractors for our city's projects, furthering our mission to deliver high-quality public works while supporting diverse business enterprises.

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,

Damani L. Bush  
Commissioner of Public Works  
DLB/db

Cc: Building Maintenance Bureau  
Engineering Department  
Comptroller's Office  
Law Department  
Contract 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 -757

**Agenda Date:** 8/14/2024

**Agenda #:** 14.

### City Council:

#### **AN ORDINANCE TO APPROVE ENGAGEMENT WITH SAFETY KLEEN SYSTEMS, INC. FOR CLEANING THE OIL WATER SEPARATOR AT THE DEPARTMENT OF PUBLIC WORKS FACILITY**

**Whereas**, by letter dated July 23, 2024, the Commissioner for the Department of Public Works has requested legislation to approve the expenditure of \$44,136 for the complete cleaning and servicing of the 10,000-gallon oil water separator at the DPW facility by Safety Kleen Systems, Inc.; and

**Whereas**, the City of Mount Vernon is required to comply with the New York State Department of Environmental Conservation (NYS DEC) Consent Decree regarding the maintenance of environmental facilities; and

**Whereas**, the Department of Public Works (DPW) facility houses a 10,000-gallon oil water separator that requires cleaning to meet these compliance standards; and

**Whereas**, Safety Kleen Systems, Inc. initially estimated the cost of cleaning this facility at \$22,121.15, but the discovery of an additional 18 inches of sludge necessitated further work, resulting in a final invoice of \$44,136; and

**Whereas**, the oil water separator is essential for preventing contaminants from entering local water systems, thereby protecting public health and the environment; and

**Whereas**, Safety Kleen Systems, Inc. is a reputable and experienced provider on Westchester County Contract RFB-WC-24076, capable of completing the required work efficiently and to high standards; **Now, Therefore, Be It Resolved That**

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

**Section 1. Approval of Expenditure.** The City Council hereby approves the expenditure of \$44,136 for the complete cleaning and servicing of the 10,000-gallon oil water separator at the DPW facility by Safety Kleen Systems, Inc.

**Section 2. Funding Source.** The funds for this project shall be drawn from Budget Code A1640.435 - DPW: Gas, Diesel, Oil.

**Section 3. Compliance and Environmental Stewardship.** This ordinance underscores the City's commitment to maintaining compliance with NYS DEC regulations and upholding its

responsibilities in environmental stewardship to protect public health and sustainability.

**Section 4. Effective Date.** This ordinance shall take effect 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) 665-2300 – Fax: (914) 665-2476

DAMANI L. BUSH  
*Commissioner*

ROBERT L. HACKETT  
*Deputy Commissioner*

July 23, 2024

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

Re: NYSDEC Consent Order Compliance : DPW Facility – Oil/Water Separator Cleaning

Dear Honorable City Council Members,

I am writing to seek the City Council's approval to engage Safety Kleen Systems, Inc. for the cleaning of the 10,000-gallon oil water separator at the Department of Public Works (DPW) facility. This action is necessary to comply with the requirements outlined in the New York State Department of Environmental Conservation (NYS DEC) Consent Decree.

The original pricing for the completion of this project was estimated at \$22,121.15 by Safety Kleen Systems, Inc., which required the department to obtain two (2) additional quotes but did not require City Council legislation. During the process of cleaning and removal, we identified a significant amount of additional sludge at the bottom of the tank, approximately 18-inches. Due to the importance of this task being completed, Safety Kleen Systems was instructed to continue working to remove all sediments and ensure the underground oil/water separator was clean. As a result, Safety Kleen Systems, Inc. has provided a final invoice in the amount of **\$44,136** for the complete cleaning and servicing of the oil water separator. This price includes all necessary labor, equipment, and disposal fees to ensure the separator is thoroughly cleaned and meets the regulatory standards set forth by the NYS DEC.

Maintaining compliance with the NYS DEC Consent Decree is crucial to our continued operations and environmental stewardship. The oil water separator plays a vital role in preventing contaminants from entering our water systems, thereby protecting public health and the environment. Engaging Safety Kleen Systems, Inc., a reputable and experienced provider in this field, has ensured the job is done efficiently and to the highest standards.

I respectfully request that the City Council approve this expenditure so that we may proceed with the necessary maintenance. Ensuring our facilities are compliant with environmental regulations not only fulfills our legal obligations but also reinforces our commitment to sustainability and the well-being of our community.



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*

ROBERT L. HACKETT  
*Deputy Commissioner*

Funding for this acquisition is available via **Budget Code – A1640.435 – DPW: Gas, Diesel, Oil.**

Safety-Kleen Systems, Inc is currently on **Westchester County Contract RFB-WC-24076.**

Thank you for your consideration of this important matter. Please feel free to contact me if you require any additional information or have any questions.

Respectfully,

Damani L. Bush  
Commissioner of Public Works  
DLB

Cc: New York State Department of Environmental Conservation  
Garage Superintendent  
City Engineer  
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 -769

Agenda Date: 8/14/2024

Agenda #: 15.

### City Council:

#### **AN ORDINANCE RETROACTIVELY AUTHORIZING THE USE OF PURDYS PARK FOR A COMMUNITY OUTREACH EVENT ORGANIZED BY CON EDISON COMMUNITY OUTREACH TEAM**

(Saturday, August 3rd, 2024, from 2:00 p.m. to 5:00 p.m.)

**Whereas**, by letter dated July 29, 2024, the Commissioner for the Department of Public Safety has requested legislation retroactively authorizing Con Edison's Community Outreach Team to use Purdys Park at 110 S. 9th Avenue for a community outreach event on Saturday, August 3, 2024, from 2:00 p.m. to 5:00 p.m.; and

**Whereas**, Con Edison's Community Outreach Team is committed to engaging with the residents of Mount Vernon to provide valuable information and foster community involvement in the proposed Utility Thermal Energy Network (UTEN) project; and

**Whereas**, the event will include informational handouts about the UTEN project, along with food and snacks, to enhance community participation and engagement; and

**Whereas**, Purdys Park is an ideal location for this event due to its accessibility and proximity to the project's scope of work, providing an opportunity for maximum community involvement; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization for the Use of Purdys Park.** The City Council retroactively authorizes Con Edison's Community Outreach Team to hold a community outreach event at Purdys Park at 110 S. 9th Avenue on Saturday, August 3, 2024, from 2:00 p.m. to 5:00 p.m.

**Section 2. Event Details.** The event will provide informational handouts about the UTEN project and include food and snacks for attendees to foster community participation and engagement.

**Section 3. Compliance with City Regulations.** The event organizers shall comply with all applicable city regulations and public parks and facilities policies, including any necessary permits and insurance requirements.

**Section 4. Responsibility for Clean-Up.** Con Edison shall ensure that Purdys Park is cleaned and restored to its original condition following the event.

**Section 5. Effective Date.** This ordinance shall take effect immediately upon its passage and approval by the City Council.



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) 665-2343 – Fax: (914) 665-2476

DAMANI L. BUSH  
*Commissioner*  
ROBERT L. HACKETT  
*Deputy Commissioner*

July 29, 2024

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

Re: Request for the Use of Purdys Park for Con Edison's Community Outreach Event

Dear Honorable City Council Members:

We are writing to retroactively request the use of Purdys Park, located at 110 S. 9th Avenue, to host a targeted community outreach event organized by Con Edison's Community Outreach Team. The event is scheduled to take place on Saturday, August 3rd, from 2:00 PM to 5:00 PM.

This outreach event is a part of Con Edison's efforts to engage with the residents within the proposed Utility Thermal Energy Network (UTEN) project scope. The event aims to provide valuable information regarding the project and to foster community involvement and understanding.

Key details of the event include:

- **Date and Time:** Saturday, August 3rd, 2:00 PM - 5:00 PM
- **Location:** Purdys Park, 110 S. 9th Avenue
- **Sponsor:** Con Edison's Community Outreach Team
- **Offerings:** Informational handouts about the UTEN project, food, and snacks

We believe that Purdys Park is an ideal location for this event due to its accessibility and location within the project's scope of work. Hosting this event at Purdys Park will allow for maximum community participation and engagement for the participating residents.

We appreciate your consideration of this request and look forward to your positive response. Should you have any questions or require further information, please do not hesitate to contact us.

Respectfully,



Robin Mack  
Director, Business Development  
Mount Vernon Industrial Development Agency



Shayne Brooks  
Director of Sustainability  
SB

cc: Office of the Mayor  
City Council  
Department of Recreation  
Mount Vernon Industrial Development Agency



# 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 -777

Agenda Date: 8/14/2024

Agenda #: 16.

### City Council:

**AN ORDINANCE AMENDING ORDINANCE  
NO. 2, ADOPTED BY THE CITY COUNCIL ON  
OCTOBER 25, 2023, ENTITLED "AN ORDINANCE  
AUTHORIZING THE ACQUISITION OF SMART  
COVER TECHNOLOGY FOR MS4 MANAGEMENT  
AND DATA COLLECTION"**

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

Section 1. The first decretal paragraph and Section 3 of Ordinance No. 2, adopted by the City Council on October 25, 2023, entitled "AN ORDINANCE AUTHORIZING THE ACQUISITION OF SMART COVER TECHNOLOGY FOR MS4 MANAGEMENT AND DATA COLLECTION" is hereby amended as follows:

**Whereas** by letter dated [October 18, 2023] July 30, 2024, the Commissioner of the Department of Public Works seeks to amend Ordinance No. 2, adopted by the City Council on October 25, 2023, to procure twenty-five (25) Smart Cover sewer units for the City of Mount Vernon to enhance the City's sewer operations, management, and overall asset management for sanitary sewer collection and stormwater systems; and

**Whereas** the City of Mount Vernon has recently entered into a Consent Decree with the United States Department of Justice (DOJ), the Environmental Protection Agency ("EPA"), and the New York State Department of Environmental Conservation (DEC) concerning the rehabilitation, maintenance, and reporting requirements for the City's Municipal Separate Storm Sewer System (MS4) and capacity, Management, Operations, and Maintenance (CMOM) of the Sanitary Sewer System; and

**Whereas** the acquisition of Smart Cover sewer units is critical to improving the efficiency and effectiveness of the City's sewer infrastructure; and

**Whereas** the Smart Cover sewer units offer significant advantages, including their ability to address MS4 Illicit Discharges during dry periods and Sanitary Sewer System Inflow and Infiltration (I&I) issues by continuously monitoring sewer flow and detecting abnormalities in real-time, enabling the prompt identification and mitigation of flood mitigation and I&I problems; and

**Whereas** the use of data-driven insights provided by the Smart Cover sewer units will optimize sewer system performance, reduce maintenance costs, and extend the lifespan of the City's

sewer infrastructure; and

**Whereas** SmartCover is a Sole Source Manufacturer, patented and proprietary, with a configuration designed to be installed with no confined space entry per OSHA CFR 1910.146(b); **Now, Therefore,**

The City of Mount Vernon, in City Council, convened, hereby ordains, and enacts:

**Section 1. Acquisition of Smart Cover Technology.** The Department of Public Works is hereby authorized to purchase twenty-five (25) Smart Cover sewer units for the City of Mount Vernon to enhance sewer operations, management, and asset management for sanitary sewer collection and stormwater systems.

**Section 2. Purpose of Acquisition.** The acquisition of Smart Cover sewer units will serve the purpose of addressing MS4 Illicit Discharges and Sanitary Sewer System Inflow and Infiltration (I&I) issues, as well as providing continuous monitoring, real-time data collection, and prompt identification and mitigation of sewer system problems.

**Section 3. Funding.** The total cost for this project is \$126,530.00, and the funding for this project will be sourced from Account Codes [H8120.203.C932] H8120.203.C934 and H8140.203.C935. The City will be eligible to receive a 100% reimbursement for this project via New York State Environmental Facilities Corporation Grant Funding.

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

New Matter Underlined  
Deleted Matter in Brackets [ ]



**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  
ROBERT L.  
HACKETT Deputy  
Commissioner

July 30, 2024

**Amendment**

**City Council Agenda October 25, 2023**

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

**Re: United States Department of Justice (DOJ), Environmental Protection Agency (EPA) and New York State Department of Environmental Conservation (DEC) - Consent Decree Compliance Acquisition of Smart Cover Technology for MS4 Management and Data Collection**

Dear Honorable City Council Members,

The City of Mount Vernon has recently entered a new Consent Decree with above-mentioned Federal and State agencies pertaining to the rehabilitation, maintenance, and reporting of the city's Municipal Separate Storm Sewer System (MS4) & Capacity, Management, Operations and Maintenance (CMOM) of the Sanitary Sewer System.

I am hereby requesting your authorization to purchase twenty-five (25) Smart Cover sewer units for the City of Mount Vernon. These innovative systems offer numerous benefits that will significantly enhance our city's sewer operations, management, and overall asset management for sanitary sewer collection and stormwater systems. This investment is critical to improving the efficiency and effectiveness of our sewer infrastructure.

One of the primary advantages of the Smart Cover sewer units is their ability to address MS4 Illicit Discharges during dry periods and Sanitary Sewer System Inflow and Infiltration (1&1) issues. By continuously monitoring sewer flow and detecting abnormalities in real time, these units can help us promptly identify and mitigate flood mitigation and problems. By having access to data-driven insights, we can optimize sewer system performance, reduce maintenance costs, and extend the lifespan of our infrastructure.

I request your support and approval for this essential investment in our city's infrastructure. Together, we can ensure a more reliable, cost-effective, and sustainable sewer system for our residents and businesses.



Acquisition of this product SmartCover is a Sole Source Manufacturer, patented and proprietary with configuration designed to be installed with no confined space entry per OSHA CFR 1910.146(b).

"The Jewel of Westchester",

**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  
ROBERT L.  
HACKETT Deputy  
Commissioner

Funding for this project is available through account codes H8120.203.C934 and H8140.203C935, which 100% reimbursable via New York State Environmental Facilities Corporation (EFC) Grant Funding.

Total Cost: \$126,530.00

Thank you for your attention to this matter, and I am available to provide any additional information or answer any questions you may have regarding this proposal.

Respectfully,

Damani L. Bush  
Commissioner of Public Works  
DLB/pf/dg

Cc: Comptroller's Office  
City Engineer  
Sewer Bureau  
Contract File



CITY OF MOUNT VERNON, N.Y.  
RECREATION DEPARTMENT

SHAWYN PATTERSON-HOWARD  
*Mayor*

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

KATHLEEN WALKER- PINCKNEY  
*Commissioner*

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

July 18, 2024

**Re: Mount Vernon Seventh Day Adventist Health Fair**

Dear Honorable City Council,

The Department of Recreation requests that the City Council enact legislation to co-sponsor the Mount Vernon Seventh Day Adventist Health Fair on Saturday, August 24, 2024, from 3 pm-7 pm at Hartley Park.

The Mount Vernon Seventh Day Adventist Church hosts its annual health fair, a highly anticipated community event that promotes wellness and healthy living. The fair offers various services and activities designed to educate and empower attendees about various aspects of health. Free health screenings, nutritional advice, fitness demonstrations, and mental health resources are available to all participants. The event also features interactive workshops, family-friendly activities, and informational booths staffed by healthcare professionals and local organizations. By providing these valuable resources, the Mount Vernon Seventh Day Adventist Church aims to foster a healthier community and encourage individuals to take proactive steps towards their well-being.

The Recreation Department's level of co-sponsorship is by extending the park's use. There is no additional cost to the city, as regularly scheduled maintenance staff will be present at the event.

Your consideration of this request is greatly appreciated.

Sincerely,

Kathleen Walker-Pinckney  
Commissioner  
Mount Vernon Recreation Department





**CITY OF MOUNT VERNON**  
**POLICE DEPARTMENT**  
**SUPPORT SERVICES DIVISION**  
 (914) 665-2500 FAX (914) 665-2559



*Captain Michael Goldman*  
 Commanding Officer

*Executive Officer*

Date: July 30, 2024

To: Office of the Police Commissioner

From: Commanding Officer, Support Services Division

**Subject: End It Now Church Charity**

At your direction, the undersigned has reviewed the attached event facilities request form submitted by the Recreation Department. This event is called "End it Now", which is scheduled for Saturday August 24, 2024, from 1300 hours to 1600 hours in Hartley Park. They are expecting to draw people to the park to discuss healthy eating, financial and domestic counseling, etc. for people within the park.

I contacted Ms. Charlene Blair who stated that the event will have a few drummers and counselors in the park.

I recommend that the sector car and supervisor give special attention and

- Two (2) Auxiliary police officers be assigned to the event.

I also recommend the patrol supervisor be authorized to hire additional officers on an overtime basis should the need arise, at the expense of the organizers.

Captain Michael Goldman  
 Support Services Division

**CC: Patrol Division**  
**Aux PD**

7/30/24

**From:** [Norman, Deborah](#)  
**To:** [Joshua, Kimberly](#)  
**Cc:** [Odindo, Kim](#)  
**Subject:** RE: Recreation Health Fair Co Sponsor  
**Date:** Tuesday, August 13, 2024 1:11:18 PM  
**Attachments:** [image001.png](#)

---

Ms. Joshua

The FDMV Approves this event for Hartley Park and the 7 Day Adventist.  
The letter does not request anything from the Fire dept.

Comm Norman

---

**From:** Joshua, Kimberly  
**Sent:** Tuesday, August 13, 2024 10:29 AM  
**To:** Norman, Deborah <DNorman@cmvny.com>  
**Subject:** Recreation Health Fair Co Sponsor

Please reply with your approval or disapproval

**Kimberly J Joshua**  
**Executive Administrative Assistant**  
**Office of the City Clerk**  
**Mount Vernon City Hall**  
**1 Roosevelt Square**  
**City of Mount Vernon, NY**  
[kjoshua@mountvernonny.gov](mailto:kjoshua@mountvernonny.gov)  
**914-665-2350 (p) 914-668-6044 (f)**



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# 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 -759

**Agenda Date:** 8/14/2024

**Agenda #:** 18.

### City Council:

**AN ORDINANCE RETROACTIVELY AUTHORIZING  
THE CO-SPONSORSHIP OF “THE TWILIGHT SERIES”  
BY THE DEPARTMENT OF RECREATION AND  
FRIENDS OF MT. VERNON, RECREATION AND  
YOUTH PROGRAMS, INC.**

**Whereas**, by letter dated July 24, 2024, the Commissioner for the Department of Recreation has requested legislation retroactively authorizing the Department of Recreation to co-sponsor “The Twilight Series” with the Friends of Mt. Vernon, Recreation and Youth Programs, Inc., from July 11, 2024, to August 1, 2024; and

**Whereas**, the City of Mount Vernon is committed to promoting community engagement, healthy living, and athleticism among its residents; and

**Whereas**, “The Twilight Series,” sponsored by Montefiore, returns for its second year to Memorial Field, providing an exciting blend of athletic competition and community spirit every Thursday from July 11, 2024, to August 1, 2024, from 5:00 p.m. to 8:00 p.m.; and

**Whereas**, this event features a variety of track and field activities, encouraging participation from all ages and enhancing community connections; and

**Whereas**, the Department of Recreation, in collaboration with Friends of Mt. Vernon, Recreation and Youth Programs, Inc., seeks to co-sponsor this event to build upon the success of last year’s inaugural series; and

**Whereas**, funds for this event will be charged to Budget Code A7021.458, not to exceed \$5,000, and the Recreation Department will provide personnel, the venue, and insurance as part of the co-sponsorship; **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 retroactively authorizes the Department of Recreation to co-sponsor “The Twilight Series” with the Friends of Mt. Vernon, Recreation and Youth Programs, Inc., from July 11, 2024, to August 1, 2024.

**Section 2. Funding.** The funds allocated for this event shall not exceed \$5,000 and will be charged to Budget Code A7021.458.

**Section 3. Responsibilities.** As part of the co-sponsorship agreement, the Department of Recreation will provide the necessary personnel, the venue at Memorial Field, and insurance coverage.

**Section 4. Event Details.** “The Twilight Series” will occur every Thursday from July 11, 2024, to August 1, 2024, between 5:00 p.m. and 8:00 p.m. at Memorial Field.

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



CITY OF MOUNT VERNON, N.Y.  
RECREATION DEPARTMENT

SHAWYN PATTERSON-HOWARD  
Mayor

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

KATHLEEN WALKER- PINCKNEY  
Commissioner

July 24, 2024  
Honorable Members of the City Council  
Through the office of the mayor  
1 Roosevelt Square  
Mount Vernon, New York 10550

Re: Twilight Series

Dear Honorable Council Members:

This letter requests that the City Council retroactively enact legislation allowing the Department of Recreation to co-sponsor “The Twilight Series” with the Friends of Mt. Vernon, Recreation and Youth Programs, Inc. every Thursday from July 11, 2024, to August 1, 2024. The event will be from 5:00 p.m. to 8:00 p.m.

The Twilight Track Series, sponsored by Montefiore, returns to Memorial Field for its second year, bringing an exhilarating blend of athletic competition and community spirit. This highly anticipated event features a variety of track and field activities, drawing participants from all over to showcase their talents under the evening sky. Last year's inaugural series set a high standard with impressive performances and strong community turnout, and this year promises to build on that success with even more engaging events and opportunities for all ages to get involved. Memorial Field's vibrant atmosphere and state-of-the-art facilities provide the perfect backdrop for an event that celebrates athleticism and fosters community connections and healthy living.

Funds for this event will be charged to the Budget code A7021.458, not to exceed \$5,000. The Recreation Department will provide personnel, the venue, and insurance as part of the co-sponsorship. If you have any further questions or concerns regarding this correspondence, please do not hesitate to contact me at 914-665-2420.

Kind Regards,

Kathleen Walker-Pinckney  
Commissioner





# 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 -778

**Agenda Date:** 8/14/2024

**Agenda #:** 19.

### City Council:

### **AN ORDINANCE AUTHORIZING THE MOUNT VERNON RECREATION DEPARTMENT TO CO-SPONSOR THE “MVP FITNESS COURT CHALLENGE” WITH MVP HEALTHCARE**

**Whereas**, by letter dated July 31, 2024, the Commissioner of the Department of Recreation has requested legislation authorizing the Mount Vernon Recreation Department to co-sponsor the “MVP Fitness Court Challenge” with MVP Healthcare on Thursday, September 19, 2024, from 1:00 p.m. to 4:00 p.m. at the Fitness Court in Hartley Park, with a rain date of September 26, 2024, at the same time; and

**Whereas**, MVP Healthcare, in partnership with the National Fitness Campaign and the City of Mount Vernon, has been instrumental in establishing a state-of-the-art Fitness Court in Hartley Park to promote the health benefits of regular physical activity and provide a modern outdoor gym accessible to all residents; and

**Whereas**, the event will serve as a celebration of the Fitness Court, featuring fitness challenges, expert fitness tips, and local health food vendors, emphasizing the importance of a nutritious diet alongside physical exercise; and

**Whereas**, the City of Mount Vernon is committed to supporting events that promote community health, fitness, and well-being; **Now, Therefore, Be It Resolved That**

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

**Section 1. Definitions.** For this ordinance, the following terms shall be defined as:

- **“MVP Fitness Court Challenge”** - the event co-sponsored by the Mount Vernon Recreation Department and MVP Healthcare, scheduled for September 19, 2024, with a rain date of September 26, 2024, at Hartley Park's Fitness Court.
- **“Co-Sponsorship”** - the active participation and support provided by the City of Mount Vernon in partnership with MVP Healthcare for the MVP Fitness Court Challenge.
- **“Support Services”** - the services provided by the City of Mount Vernon, including but not limited to, placing “No Parking” signs, dropping barricades, fire safety inspections, and deployment of public safety personnel.

**Section 2. Authorization of Co-Sponsorship.** The City Council authorizes the Mount Vernon Recreation Department to co-sponsor the MVP Fitness Court Challenge with MVP Healthcare

on September 19, 2024, and to provide the necessary support services for the event.

**Section 3. Department of Public Works Responsibilities.** The Department of Public Works is authorized and directed to:

- Place “No Parking” signs 72 hours before the event.
- Drop barricades 24 hours in advance of the event.
- Block off four (4) parking spaces on Oakley Avenue from North 3rd Avenue to Gramatan Avenue.

**Section 4. Fire Department and EMS Support.** The Fire Department shall inspect the grills used for cooking food at the event to ensure that fire extinguishers are on hand. The Fire Department shall also alert the local EMS vendor to be on standby during the event.

**Section 5. Public Safety Support.** The Mount Vernon Police Department (MVPD) is requested to patrol the area during the event. The Mount Vernon Fire Department (MVFD) and Emergency Medical Services (EMS) personnel shall be available as needed, with MVP Healthcare covering the expenses.

**Section 6. No Cost to the City.** There is *no* cost to the city for the co-sponsorship of this event. MVP Healthcare will cover all expenses related to public safety and other support services.

**Section 7. Implementation.** The Commissioner of the Mount Vernon Recreation Department shall oversee the coordination and implementation of the event, in collaboration with MVP Healthcare.

**Section 8. Effective Date.** This ordinance shall take effect immediately upon its passage and approval.



CITY OF MOUNT VERNON, N.Y.  
RECREATION DEPARTMENT

SHAWYN PATTERSON-HOWARD  
Mayor

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

KATHLEEN WALKER- PINCKNEY  
Commissioner

July 31, 2024

Honorable Members of the City Council  
Through the office of the mayor  
City Hall  
Mount Vernon, NY 10550

**Re: MVP Fitness Court Challenge**

Dear Honorable Members:

This letter requests that the city enact legislation enabling the Mount Vernon Recreation Department to Co-sponsor with MVP Healthcare in their “MVP Fitness Court Challenge on Thursday, September 19, 2024, from 1 pm to 4 pm; the rain date for this event will be September 26, 2024, at the same time mentioned above.

In partnership with the National Fitness Campaign and the City of Mount Vernon, MVP Healthcare has been instrumental in establishing the state-of-the-art Fitness Court in Hartley Park. This collaboration aims to promote the numerous health benefits of regular physical activity, offering a modern outdoor gym accessible to all residents. With a solid commitment to community health, MVP Healthcare has been at the forefront of this initiative, ensuring that the Fitness Court is a hub for fitness and wellness in the region. The event to celebrate this launch will highlight the advantages of the Fitness Court, attracting individuals of all ages to engage in healthy competition and learn valuable fitness tips from experts.

The event will also feature local health food vendors, emphasizing the importance of nutritious eating alongside physical exercise. MVP Healthcare's efforts to install several Fitness Courts across New York State demonstrate their dedication to improving public health and fostering community well-being. By showcasing the Fitness Court in Hartley Park, they are providing a valuable resource for physical activity and creating a vibrant space for the community to come together and embrace a healthier lifestyle. This event promises a dynamic celebration of health, fitness, and community spirit.

This event will not cost the city anything. We are requesting four parking spaces be blocked off from the corner of Gramatan Avenue to Oakley Avenue. In addition, we would like MVPD to patrol the area, and MVFD and EMS are available at the expense of MVP Healthcare.

Thank you for considering this request.

Sincerely,

  
Kathleen Walker-Pinckney  
Commissioner of Recreation

CC: Madame Mayor Shawyn Patterson-Howard  
Comptroller  
DPW  
MVPD  
MVFD





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*  
ROBERT L. HACKETT  
*Deputy Commissioner*

August 7, 2024

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

**RE:** MVP Fitness Court Challenge

Replying to your memo regarding The MVP Fitness Court Challenge please be advised The Department of Public Works has no objections to this event. DPW will place "No Parking" signs 72 hours prior to the event and drop barricades 24 hours in advance.

The following Streets will have 4 parking spaces:

On Oakley from North 3<sup>rd</sup> Avenue to Gramatan Avenue

Best Regards,

Robert L. Hackett  
Deputy Commissioner of Public Works

**From:** [Norman, Deborah](#)  
**To:** [Joshua, Kimberly](#)  
**Subject:** RE: MVP Fitness Court Challenge  
**Date:** Tuesday, August 13, 2024 10:53:19 AM  
**Attachments:** [image001.png](#)

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Good Morning

After speaking again with the Recreation dept. The Fire Dept will have a Fire Prevention Inspector inspect their Grills for cooking food to ensure Fire extinguishers are on hand. They did not request a Engine and the Recreation department stated they will purchase their own EMS.

The FDMV will alert our local EMS Vendor of the event to stay alert.

This Event is approved .

Comm Norman, FDMV

---

**From:** Joshua, Kimberly  
**Sent:** Tuesday, August 13, 2024 10:25 AM  
**To:** Norman, Deborah <DNorman@cmvny.com>  
**Subject:** FW: MVP Fitness Court Challenge  
**Importance:** High

***Kimberly J Joshua***  
***Executive Administrative Assistant***  
***Office of the City Clerk***  
***Mount Vernon City Hall***  
***1 Roosevelt Square***  
***City of Mount Vernon, NY***  
[kjoshua@mountvernonny.gov](mailto:kjoshua@mountvernonny.gov)  
***914-665-2350 (p) 914-668-6044 (f)***



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---

**From:** Joshua, Kimberly <[KJoshua@mountvernonny.gov](mailto:KJoshua@mountvernonny.gov)>



# 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 -779

Agenda Date: 8/14/2024

Agenda #: 20.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MOUNT VERNON RECREATION DEPARTMENT TO CO-SPONSOR THE BIG BLOCK PARTY WITH BUTTAFLY LLC AT 148 SOUTH FOURTH AVENUE**

**Whereas**, by letter dated July 30, 2024, the Commissioner of the Department of Recreation has requested legislation authorizing the Mount Vernon Recreation Department to co-sponsor the BIG Block Party with Buttafly LLC at 148 South Fourth Avenue on Saturday, August 31, 2024, from 12:00 p.m. to 5:00 p.m.; and

**Whereas**, the mission of the BIG Block Party is to support the Mount Vernon community and empower children by providing essential school supplies for the upcoming academic year, as well as offering valuable community resources and a day of free, enjoyable activities; and

**Whereas**, the event will include a variety of activities such as free school supply distribution, complimentary haircuts, a fun zone with a bouncy house, face painting, a double dutch contest, community resource booths, free food, live entertainment, and more; and

**Whereas**, the activities planned for the event include free school supply distribution, complimentary haircuts, a fun zone with a bouncy house, face painting, a double Dutch contest, community resource booths, free food, and live entertainment; and

**Whereas**, the Department of Public Works (DPW) is requested to provide support by placing barricades at the intersections of South 4th Avenue and East 2nd Street and South 4th Avenue and East 3rd Street, posting "No Parking" signs at least 72 hours before the event, and cleaning the streets following the event; and

**Whereas**, the Recreation Department will provide tables and chairs as part of its sponsorship, and the use of auxiliary police, Fire, and EMS services is requested, with a recommendation that two (2) police officers be hired for the event; and

**Whereas**, the event presents a unique opportunity to engage with the community and encourage the youth of Mount Vernon; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Co-Sponsor Event.** The City Council authorizes the Mount Vernon Recreation Department to co-sponsor the BIG Block Party with Buttafly LLC at 148 South Fourth Avenue on Saturday, August 31, 2024, from 12:00 p.m. to 5:00 p.m.

**Section 2. Definitions.** For this ordinance, the following terms shall be defined as:

- **“BIG Block Party”** - the community event organized by Buttafly LLC in collaboration with the City of Mount Vernon Recreation Department on August 31, 2024, at 148 South Fourth Avenue.
- **“Co-Sponsorship”** - the active participation and support provided by the City of Mount Vernon in partnership with Buttafly LLC for the BIG Block Party.
- **“Support Services”** - the services provided by the City of Mount Vernon, including but not limited to placing barricades, posting of “No Parking” signs, street cleaning, provision of tables and chairs, and deploying police, fire, and EMS personnel.

**Section 3. Department of Public Works Responsibilities.** The Department of Public Works is authorized and directed to:

- Place barricades at the intersections of South 4th Avenue and East 2nd Street and South 4th Avenue and East 3rd Street.
- Post “No Parking” signs at the designated locations at least 72 hours prior to the event.
- Clean the streets following the conclusion of the event.

**Section 4. Recreation Department Sponsorship.** The Recreation Department shall provide tables and chairs for the event as part of its sponsorship role.

**Section 5. Public Safety Support.** The City Council authorizes the deployment of auxiliary police, Fire, and EMS services for the event and recommends that two (2) police officers be hired to ensure public safety during the event.

**Section 6. Implementation.** The Commissioner of the Mount Vernon Recreation Department shall oversee the coordination and implementation of the event in collaboration with event organizers.

**Section 7. Effective Date.** This ordinance shall take effect immediately upon passage and approval.



CITY OF MOUNT VERNON, N.Y.  
RECREATION DEPARTMENT

SHAWYN PATTERSON-HOWARD  
Mayor

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

KATHLEEN WALKER- PINCKNEY  
Commissioner

July 30, 2024

Honorable Members of the City Council  
Through the office of the mayor  
City Hall  
Mount Vernon, NY 10550

**Re: The BIG Block Party**

Dear Honorable Members:

This letter requests that the City enact legislation enabling the Mount Vernon Recreation Department to Co-sponsor the BIG Block Party with Buttafly LLC at 148 South Fourth Avenue, Mount Vernon, NY, on Saturday, August 31, 2024, from 12 pm to 5 pm.

The mission of the BIG Block Party is to support the Mount Vernon community and empower children by providing essential school supplies for the upcoming academic year. We strive to offer valuable community resources and create a day of free, enjoyable activities. This block party aims to be a much needed reset for children and parents, fostering a positive, uplifting experience for all attendees.

Some of the activities that will take place at this event are the following:

- Free School Supply Distribution
- Complimentary Haircuts
- Fun Zone w/ a Bouncy House
- Face Painting
- Double Dutch Contest
- Community Resource booths
- Free food
- Live Entertainment and so much More.

We request the street closure of 4<sup>th</sup> Avenue (btw.2nd and 3rd Street) from DPW and street cleaning after the event. Our level of sponsorship is using tables and chairs. In addition, we are asking for the use of auxiliary police, Fire, and EMS. We sincerely hope that you honor this request, as this is a fantastic opportunity to reach our community and encourage the youth of our great city!

Sincerely,

Kathleen Walker-Pinckney  
Commissioner of Recreation

CC: Madame Mayor Shawyn Patterson-Howard  
Comptroller

DPW  
MVPD  
MVFD





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



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

*Captain Michael Goldman  
Commanding Officer*

*Executive Officer*

Date: August 6, 2024

To: Office of the Police Commissioner

From: Commanding Officer, Support Services Division

**Subject: The BIG Block Party (S.4<sup>th</sup> Ave. BTW 2<sup>nd</sup> & 3<sup>rd</sup> Ave.)**

I have received the attached special event request submitted by the Department of Recreation, and The BIG Block Party.

The event is scheduled for Saturday, August 31, 2024, from Noon – 1700 hours with no rain date. The Recreation Dept. requests the closure of South 4<sup>th</sup> Ave. between 2<sup>nd</sup> Street and 3<sup>rd</sup> Street. This block party will have complimentary food, free school supplies, face painting, games and prizes.

I recommend that we close the street at least two hours before the event start time of 1000 hrs. to allow for set up and have the street remain closed for two hours at the end of the event to allow for cleanup.

Based on the provided information, there are no traffic or public safety concerns with this event. Approval of this request is recommended provided the following conditions are met.

- We hire two (2) Police Officers.
- Assign Auxiliary officers to this event.
- DPW places barricades at the intersections of South 4th Avenue and East 2nd Street and South 4<sup>th</sup> Avenue and East 3<sup>rd</sup> Street.
- Department of Public Works posts “No Parking” signs to reflect no parking on August 31, 2024, from 0800 hours to 1900 hours, at least 72 hours prior to event.
- It is also recommended that the patrol supervisor monitor the event and be authorized to hire officers on an overtime basis should the need arise.

  
Captain Michael Goldman  
Commanding Officer  
Support Services Division

  
8/6/24

**CC: Patrol Division  
Parking Bureau  
Aux PD**



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*  
ROBERT L. HACKETT  
*Deputy Commissioner*

August 7, 2024

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

**RE:** The BIG Block Party

Replying to your memo regarding the The BIG Block Party Celebration please be advised that the Department of Public Works has no objections to this event. DPW will place "No Parking" signs 72 hours prior to the event and drop barricades 24 hours in advance.

The following Streets will have closures:

4<sup>th</sup> Avenue between 2<sup>nd</sup> Street and 3rd Street.

Best Regards,

Robert L. Hackett  
Deputy Commissioner of Public Works

**From:** [Norman, Deborah](#)  
**To:** [Joshua, Kimberly](#)  
**Subject:** RE: Big Block Party  
**Date:** Tuesday, August 13, 2024 1:58:22 PM  
**Attachments:** [image001.png](#)

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The Fire Dept Approves this Event the Buttafly Block Party on 4<sup>th</sup> Ave.  
The Fire Dept will inform EMS to focus attention on the event.

Comm Norman, FDMV

---

**From:** Joshua, Kimberly  
**Sent:** Wednesday, August 7, 2024 10:11 AM  
**To:** Carretta, Joe <JCarretta@mountvernonny.gov>; Ellis, Yoseuf <yellis@mountvernonny.gov>; Fountain, Phillip <PFountain@mountvernonny.gov>; Gardner, Dana <dgardner@mountvernonny.gov>; Jones, Dwayne <DWJones@mountvernonny.gov>; Robert Hackett <rhackett@mountvernonny.gov>; Beale, Teddy <TBeale@mountvernonny.gov>; debmnorman@hotmail.com; Marable, Aaron <amarable@mountvernonny.gov>; Norman, Deborah <DNorman@cmvny.com>; Odindo, Kim <KROdindo@mountvernonny.gov>; theofdmv@gmail.com  
**Subject:** Big Block Party  
**Importance:** High

Good morning,

Please submit your written approval or disapproval for this event (Recreation co-sponsor of the Big Block Party). It will be on next weeks City Council agenda.

**Kimberly J Joshua**  
**Executive Administrative Assistant**  
**Office of the City Clerk**  
**Mount Vernon City Hall**  
**1 Roosevelt Square**  
**City of Mount Vernon, NY**  
[kjoshua@mountvernonny.gov](mailto:kjoshua@mountvernonny.gov)  
**914-665-2350 (p) 914-668-6044 (f)**



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# 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 -725

Agenda Date: 8/14/2024

Agenda #: 21.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE RENEWAL OF THE ACCOUNTING CONSULTANCY CONTRACT WITH MS. CYNTHIA OWENS FOR THE BOARD OF WATER SUPPLY**

**Whereas**, by letter dated July 9, 2024, the Commissioner of the Board of Water Supply has requested legislation authorizing the renewal of the accounting consultancy contract with Ms. Cynthia Owens from August 23, 2024, to August 23, 2026; and

**Whereas**, the Board of Water Supply of the City of Mount Vernon has identified a need to renew the accounting consultancy contract with Ms. Cynthia Owens, whose expertise has significantly contributed to the efficiency and fiscal accountability of the department; and

**Whereas**, Ms. Owens has played a crucial role in expediting the completion of fiscal audits, including the successful completion of the fiscal audit for 2019 and active progress on audits for the fiscal years 2020-2023, with a target completion by March 2025; and

**Whereas**, the continuation of Ms. Owens' consultancy will enhance the operational effectiveness of the department, including the Lead Service Line Program, and maintain up-to-date fiscal accountability; and

**Whereas**, the necessary funds for this consultancy have been allocated in the adopted 2024 Board of Water Supply budget under the account code 001-526-526002, designated for "PROFESSIONAL SERVICES EXPENSES - ACCOUNTING"; and

**Whereas**, the consulting agreement mirrors the law department's previously drafted and approved contract; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Renew Consultancy Contract.** The City Council authorizes the renewal of the accounting consultancy contract with Ms. Cynthia Owens from August 23, 2024, to August 23, 2026.

**Section 2. Compensation.** Ms. Owens will be compensated at the rate of \$35.00 per hour through December 31, 2024. Commencing January 1, 2025, the hourly rate will increase to \$50.00 due to increased responsibilities and professional performance.

**Section 3. Funding.** The funds for this consultancy will be provided by the Board of Water Supply budget under Account Code 001-526-526002, which is designated for "PROFESSIONAL

SERVICES EXPENSES - ACCOUNTING.”

**Section 4. Effective Date.** This ordinance shall take effect 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

July 9, 2024

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

RE: CYNTHIA OWENS ACCOUNTING CONSULTANCY RENEWAL FOR APPROVAL AT  
THE August 14<sup>TH</sup>, 2024 CITY COUNCIL MEETING

Honorable Council Members:

The Board of Water Supply respectfully requests authorization to renew the accounting consultancy contract with Ms. Cynthia Owens for the period from August 23, 2024 to August 23, 2026. The consultant will be funded at \$35.00 per hour through December 31, 2024. Commencing January 1, 2025, the hourly rate will increase to \$50.00. The new rate is motivated by increased responsibilities and professional performance. The consultancy has enhanced the efficiency of the department and makes possible full audit compliance in 2025.

Ms. Owens has played a crucial role in expediting the completion of our fiscal audits, significantly contributing to our goal of achieving full and current fiscal accountability. With her assistance, we have successfully completed the fiscal audit for 2019 and are actively progressing in audits for the fiscal years 2020-2023, with a target completion by March 2025. Ms. Owens' expertise is indispensable to maintaining the momentum and ensuring the continuity of our financial oversight.

Furthermore, Ms. Owens' ongoing consultancy will significantly enhance the operational effectiveness of our department, including the Lead Service Line Program. Her service also further empowers the accounting department to achieve and maintain up-to-date fiscal accountability. We have allocated the necessary funds for this consultancy in the adopted 2024 Board of Water Supply budget under the account code 001-526-526002, designated for "PROFESSIONAL SERVICES EXPENSES - ACCOUNTING." Please note that the consulting agreement mirrors the previously drafted and approved contract by the law department.

We appreciate your consideration in this matter and are confident that continued partnership with Ms. Owens will benefit the operation and financial management of the agency. Should you require any additional information, please do not hesitate to contact me at (914) 668-4130.

Thank you for your attention to this critical matter.

Respectfully submitted,

Carlton C. Spruill  
Commissioner

Enclosure: Consulting Agreement





# 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 -751

**Agenda Date:** 8/14/2024

**Agenda #:** 22.

### City Council:

### AN ORDINANCE AUTHORIZING A WATER RATE INCREASE EFFECTIVE JANUARY 1, 2025

**Whereas**, by letter dated July 18, 2024, the Commissioner of the Board of Water Supply has requested legislation authorizing the Mayor to implement a water rate increase effective January 1, 2025; and

**Whereas**, the Mount Vernon Board of Water Supply is facing cash flow concerns that necessitate a rate increase to ensure the continued provision of water services and operational stability; and

**Whereas**, the Board of Water Supply has not implemented a rate increase since 2018, despite a significant rise in the cost of goods and services, including a 21% increase in the direct cost of water amounting to \$982,702 over the past six years; and

**Whereas**, the cost of employee salaries, benefits, and contract obligations has increased due to inflation and the rise in the cost of living, with wages increasing by 31.20% in 2024 and health benefits costs rising by 120% since 2018; and

**Whereas**, the Mount Vernon Board of Water Supply has reestablished fiscal accountability and advanced operations despite the compounding factors of the pandemic and pre-existing fiscal and legal challenges; and

**Whereas**, the cost of water to Mount Vernon residents remains one of the lowest in Westchester County, an increase is necessary to stabilize operational cash flow and balance the budget; and

**Whereas**, the proposed rate increase will provide approximately \$1,842,318 in budget revenue based on average water consumption, easing the operational budget disparity; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization of Attendance.** The City Council authorizes the Mayor to implement a water rate increase effective January 1, 2025.

**Section 2. Rate of Increase.** The water rate will increase by 18.1%, resulting in a \$0.66 increment in the billable rate from \$3.64 to \$4.30 per 100 cubic feet of water.

**Section 3. Billable Amount.** The minimum billable amount per quarter will change from

\$54.60 to \$64.50.

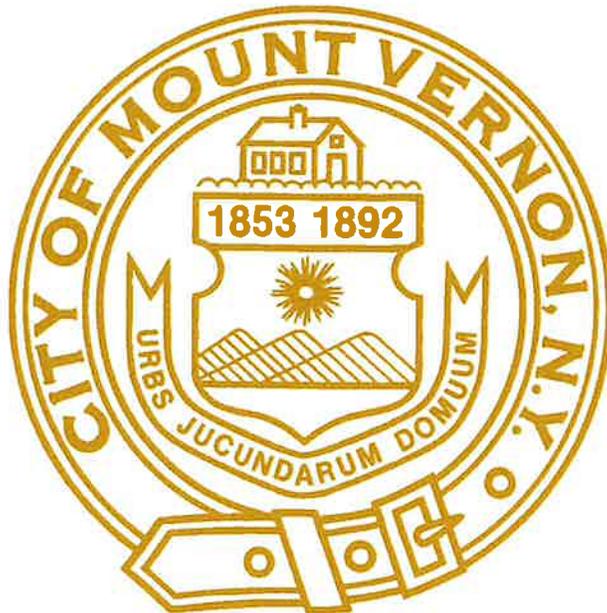
**Section 4. Rate Increment.** The following factors justify the rate increment:

1. The Mount Vernon Board of Water Supply has not initiated a rate increase since 2018.
2. The direct cost of water has increased by 21% to 25% (\$982,702) over the past six years.
3. The cost of health benefits for employees has increased by 120% since 2018.
4. The cost of employee salaries, benefits, and contract obligations has increased due to cost of living and inflation, with wages increasing by 31% in 2024.
5. The impact of inflation on all operational goods and services.
6. The present negative operational cash flow without cash reserve.

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

# **MOUNT VERNON**

## **Board of Water Supply**



### **PROPOSED WATER RATE INCREASE**

Legislation Submission City Council Mount Vernon, New York

July 18, 2024

Carlton C. Spruill  
Commissioner

Honorable City Council Members  
 Honorable Mayor Shawyn Patterson-Howard  
 City of Mount Vernon NY  
 1 Roosevelt Square  
 Mount Vernon, NY 10550

RE: PROPOSED WATER RATE INCREASE

Honorable Council Members,

The Board of Water Supply respectfully requests consideration and authorization to implement a **Water Rate Increase Effective January 1, 2025**. The legislation narrative substantiates the cash flow concerns of the Mount Vernon Board of Water Supply and serves as *an official request* for a rate increase to constituents for the cost of water and operations.

I would like to propose a rate increase of 18.1%. The increase represents a \$0.66 increment in the billable rate from \$3.64 to \$4.30. The minimum billable amount per quarter will change from \$54.60 to \$64.50 per quarter.

I would like to inform the Council of the compounding factors. The impact of the pandemic on the operation of the agency has been far-reaching. Also, the fiscal and legal challenges pre-pandemic are prevailing influences. We have made considerable recovery and progress over the past 5 years. Fiscal accountability has been re-established and operations have been advanced. The agency looks forward to even greater operational efficiency.

## Inflation Cost of Water

The cost of water to Mount Vernon residents remains one the lowest in Westchester County. The Mount Vernon Board of Water Supply has not initiated a rate increase since 2018. However, the cost of goods and services has increased by approximately 50%. The direct cost of water has increased 21% (\$982,702) over the past 6 years.

<b>Water Purchased Rate Increase Analysis</b>						
	2018	2019	2020	2021	2022	2023
<b>Previous Avg. rate</b>	1,782.99	1,728.99	1,808.53	1,888.06	1,971.35	2,069.06
<b>New Avg. rate</b>	1,728.99	1,808.53	1,888.06	1,971.35	2,069.06	2,153.90
<b>Rate Increase \$</b>		79.54	79.53	83.29	97.71	84.85
<b>Rate Increase %</b>		5%	4%	4%	5%	4%

- Total increment in average water rate since 2018 is approximately 25 %

## Historic Rates Per 100 Cubic Feet

Year	Amount	Variation	Percentage
2012	\$2.24	0	0%
2013	\$2.70	0.46	20.5 %
2014	\$2.90	0.20	7%
2015	\$3.05	0.15	5.1 %
2015	\$3.30	0.40	13.1 %
2016	\$3.30	0	0%
2017	\$3.30	0	0%
2018	\$3.75	0.45	13.63%
*2019	\$3.64	-0.11	-3%
2020	\$3.64	0	0
2021	\$3.64	0	0
2022	\$3.64	0	0
2023	\$3.64	0	0
2024	\$3.64	0	0

\* Reduction in rate

## Annual Cost of Water

Year	Per Mg	Cost
2018	1728.99	4,770,217
2019	1808.53	4,587,550
2020	1888.06	5,070,394
2021	1971.35	5,324,005
2022	2069.05	5,574,307
2023	2153.90	5,752,919

## Inflation Cost of Operation

The cost of employee salaries, benefits and contract obligations have increased due the rise in cost of living. Salaries have increased by 31.20% in 2024. In 2019 the Board of Water Supply was severed from the City's benefit program. The Board of Water Supply established a new health benefit account for employees. The new cost of health benefits was considerably more and has increased by 120% since 2018.

Health Insurance Cost Analysis			
Year	Paid Premiums	\$ Amount Increased	% Increased
2017	519,566.78	-	0%
2018	519,566.78	-	0%
2019	540,715.20	21,148.42	4%
2020	1,060,218.88	519,503.68	96%
2021	966,188.10	(94,030.78)	-9%
2022	1,042,082.19	75,894.09	8%
2023	1,140,682.66	98,600.47	9%

- Health benefits cost increment is 120 %.

## Salaries and Wages Cost Analysis

Year	Budgeted	Recorded Salaries	Difference from Previous Year
2017	-	2,479,831.61	-
2018	-	2,489,570.74	9,739.13
2019	-	2,540,989.38	51,418.64
2020	2,467,606.90	2,683,959.95	142,970.57
2021	2,709,511.92	2,504,066.20	(179,893.75)
2022	2,794,991.74	3,054,425.40	550,359.20
2023	2,889,938.99	2,883,611.59	(170,813.81)
2024*	3,246,403.32	-	362,791.73
<b>Increase compared to 2017</b>			<b>766,571.71</b>
<b>% Increase compared to 2017</b>			<b>31%</b>

- Net salaries and wage increments in 2024 is 31%
- Include 17.75% contract increment.

### Budget Summary & Recommendations

The increase in the cost of operations and the unsustainable budget revenue over the past 6 years encourages an increase in the billable rate of water. An increase in the billable rate of water per 100-cubic feet will stabilize the operational cash flow and balance the operational budget for the future.

The proposed increase will provide approximately \$1,842,318 in budget revenue based upon average water consumption. The increment will ease the operational budget disparity.

### Propose Legislative Rate Increase and Implementation

**Proposed Billable Rate:** \$4.30

**Implementation:** Date January 1, 2025

## Proposed Water rate and Consumption Revenue

Current Water Billable Rate		\$3.64	Per 100 Cubic ft			
Current Minimum Billable Amount/Qtr		\$54.60	Per Quarter			
Consumption for 2023		2,791,391.00	Con. 100 Cubic ft			
Consumption Revenue for 2023		\$10,160,663.24				
Proposed Billable rate	\$ Change in Rate	Proposed Increase %	Minimum Billable amount	Increment with Minimum Bill/Quarter	Proposed Consumption revenue	Incremental Revenue
\$3.80	\$0.16	4.4%	\$57.00	\$2.40	\$10,607,285.80	\$446,622.56
\$3.90	\$0.26	7.1%	\$58.50	\$3.90	\$10,886,424.90	\$725,761.66
\$4.00	\$0.36	9.9%	\$60.00	\$5.40	\$11,165,564.00	\$1,004,900.76
\$4.10	\$0.46	12.6%	\$61.50	\$6.90	\$11,444,703.10	\$1,284,039.86
\$4.20	\$0.56	15.4%	\$63.00	\$8.40	\$11,723,842.20	\$1,563,178.96
<b>\$4.30</b>	<b>\$0.66</b>	<b>18.1%</b>	<b>\$64.50</b>	<b>\$9.90</b>	<b>\$12,002,981.30</b>	<b>\$1,842,318.06</b>
\$4.40	\$0.76	20.9%	\$66.00	\$11.40	\$12,282,120.40	\$2,121,457.16
\$4.50	\$0.86	23.6%	\$67.50	\$12.90	\$12,561,259.50	\$2,400,596.26
\$4.60	\$0.96	26.4%	\$69.00	\$14.40	\$12,840,398.60	\$2,679,735.36

The timing of implementation is as important as the needed increase. With consideration of all related concerns in the city and the effort to resolve the historic challenges, the initiation of the proposal will require review.

### Rate Increment Justification

1. The Mount Vernon Board of Water Supply has not initiated a rate increase since 2018.
2. The **direct cost of water** has increased 21% to 25% (\$982,702) over the past 6 years.
3. The **cost of health benefits** for employees has increased by 120% since 2018.
4. The **cost of employee salaries**, benefits and contract obligations have increased due to cost of living and inflation. Salaries has increase by 31% in 2024.
5. The **impact of inflation** upon all operation goods and services.
6. Present negative operational cash flow without cash reserve.

Respectfully submitted,



Carlton C. Spruitt  
Commissioner

CC: Nauman Ahamd, Chief Accountant  
Dior Phillips, Business Analyst



# 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 -816

**Agenda Date:** 8/14/2024

**Agenda #:** 23.

### City Council:

### **AN ORDINANCE REGULATING BUSINESS VIDEO CAMERAS IN THE CITY OF MOUNT VERNON, NEW YORK**

**WHEREAS**, the City of Mount Vernon recognizes the need to regulate certain business establishments within its jurisdiction to require video camera systems for the public health, safety, and welfare; and

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

**Section 1. Title.** This ordinance shall be known and may be cited as the “City of Mount Vernon Business Video Camera Ordinance.”

**Section 2. Video camera systems required.** The following business establishments shall install and maintain a video camera system (referred to as “system”): businesses that are licensed to sell alcohol by the State of New York to the public for consumption, either on or off premises; smoke shops and/or tobacco retailers; cannabis retail dispensaries and/or consumption sites; businesses whose premises are regularly open to the public for any amount of time between the hours of 12:00 midnight and 4:00 a.m.; check-cashing businesses; licensed secondhand dealers that buy and sell precious metals; pharmacies that are licensed by the State of New York; motor vehicle body repair shops; motor vehicle service and repair facilities; and pawn shops that are licensed by the City of Mount Vernon (collectively referred to in this chapter as “businesses”). The system shall conform to the following requirements:

A. The video cameras shall be installed at or near each and every entrance or exit regularly used by customers or employees. The cameras shall be positioned so as to view and record a full frame of the individual’s face as he/she is entering and/or exiting the business establishment and, to the extent practicable, activity within 15 feet of the area around each entrance or exit.

B. The video cameras shall be sufficiently light-sensitive and provide sufficient image resolution (supported by additional lighting if necessary) to produce easily discernible and accurate facial images recorded at all times.

C. The video camera shall record at a minimum speed of eight frames per second.

D. The video cameras’ images shall be capable of being viewed through use of appropriate technology, including, but not limited to, a computer screen or closed-circuit television monitor.

E. The video recorder shall be digital in nature and be capable of transferring the recorded images to a portable, digital form of media.

F. The video cameras are not required to have audio capability.

G. The video cameras shall be maintained in good working condition.

H. The video cameras shall be in operation and recording during all hours of operation of the business and for two hours after the business closes.

I. The recordings made by video cameras installed and maintained pursuant to this section shall be indexed by dates and times.

**Section 3. Operating procedures.** The businesses subject to the provisions of this chapter must comply with the following requirements in relation to the preservation of the recordings, storage of the system, availability of recordings, dissemination of recordings, inspection of systems and certification of compliance:

A. The recordings made by video cameras installed and maintained pursuant to this chapter must be preserved for a minimum of 30 days.

B. The recordings made by video cameras installed and maintained pursuant to this chapter must be made available to the City of Mount Vernon Police Department for purposes of an official investigation or when approved by the Police Commissioner or his/her designee.

C. The recordings must be turned over to the City of Mount Vernon Police Department upon its demand while the business is open and/or as soon as possible if the business is closed.

D. All recordings made by video cameras installed and maintained pursuant to this chapter while in possession of the business shall be stored in a locked receptacle, preferably located in a controlled access area, to which only authorized personnel may have access, or shall otherwise be secured so that only authorized personnel may access such video recordings.

E. The business shall keep a log of all instances of requests for, access to, dissemination and use of recorded materials made by video cameras installed and maintained pursuant to this chapter. Copies of the access log shall be provided to the City of Mount Vernon Police Department upon demand.

F. The system must be available to the City of Mount Vernon Building Department and Police Department for inspection at all times, during such time that the business is open to the public, to ensure compliance with the requirements set forth in this chapter.

G. Each business subject to the provisions of this chapter shall submit a certification report to the Police Department, on a form prescribed by said department, by January 31 of each year. The report shall certify that the business has complied with this chapter.

**Section 4. Installation of video cameras.** The businesses subject to the provisions of this

chapter must comply with the New York State Uniform Fire Prevention and Building Code and the rules and regulations promulgated thereunder and the Code of the City of Mount Vernon when installing and maintaining the system. All necessary permits must be applied for and obtained from the Mount Vernon Building Department, including, but not limited to, an equipment permit and an electrical permit. Drawings and specifications shall be submitted to the Mount Vernon Building Department showing the proposed location of the system and the technical details of the system.

**Section 5. Time for compliance. Extension of time for compliance.** The businesses subject to the provisions of this chapter shall complete the installation of the required system by no later than March 1, 2025. In the event the business demonstrates a good reason why it cannot meet this date set for obtaining and installing a system, the Building Department, or his/her designee, may for such good reason stated grant one extension of time to comply with this chapter, such time not to exceed six months.

**Section 6. Enforcement.**

A. Notice of violation. When the Building Department or Police Department finds that a person has violated or failed to meet a requirement of this chapter, it may order compliance by written notice of violation to the responsible person.

B. Penalties. Any person violating any of the provisions of this chapter shall be deemed guilty of a violation and, upon conviction thereof, shall be fined in an amount not exceeding \$1,000 or be imprisoned for a period not exceeding 15 days, or by both such fine and imprisonment. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such.

**Section 7. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**Section 8. Effective Date.** This ordinance shall take effect immediately upon the City Council's review, passage, and approval.

**AN ORDINANCE REGULATING  
BUSINESS VIDEO CAMERAS IN THE  
CITY OF MOUNT VERNON, NEW YORK**

**WHEREAS**, the City of Mount Vernon recognizes the need to regulate certain business establishments within its jurisdiction to require video camera systems for the public health, safety, and welfare; and

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

**Section 1. Title.** This ordinance shall be known and may be cited as the “City of Mount Vernon Business Video Camera Ordinance.”

**Section 2. Video camera systems required.** The following business establishments shall install and maintain a video camera system (referred to as “system”): businesses that are licensed to sell alcohol by the State of New York to the public for consumption, either on or off premises; smoke shops and/or tobacco retailers; cannabis retail dispensaries and/or consumption sites; businesses whose premises are regularly open to the public for any amount of time between the hours of 12:00 midnight and 4:00 a.m.; check-cashing businesses; licensed secondhand dealers that buy and sell precious metals; pharmacies that are licensed by the State of New York; motor vehicle body repair shops; motor vehicle service and repair facilities; and pawn shops that are licensed by the City of Mount Vernon (collectively referred to in this chapter as “businesses”). The system shall conform with the following requirements:

- A. The video cameras shall be installed at or near each and every entrance or exit regularly used by customers or employees. The cameras shall be positioned so as to view and record a full frame of the individual’s face as he/she is entering and/or exiting the business establishment, and to the extent practicable, activity within 15 feet of the area around each entrance or exit.
- B. The video cameras shall be sufficiently light sensitive and provide sufficient image resolution (supported by additional lighting if necessary) to produce easily discernible and accurate facial images recorded at all times.
- C. The video camera shall record at a minimum speed of eight frames per second.
- D. The video cameras’ images shall be capable of being viewed through use of appropriate technology, including, but not limited to, a computer screen or closed-circuit television monitor.
- E. The video recorder shall be digital in nature and be capable of transferring the recorded images to a portable, digital form of media.
- F. The video cameras are not required to have audio capability.
- G. The video cameras shall be maintained in good working condition.
- H. The video cameras shall be in operation and recording during all hours of operation of the business and for two hours after the business closes.
- I. The recordings made by video cameras installed and maintained pursuant to this section shall be indexed by dates and times.

**Section 3. Operating procedures.** The businesses subject to the provisions of this chapter must comply with the following requirements in relation to the preservation of the recordings, storage of the system, availability of recordings, dissemination of recordings, inspection of systems and certification of compliance:

- A. The recordings made by video cameras installed and maintained pursuant to this chapter must be preserved for a minimum of 30 days.

- B. The recordings made by video cameras installed and maintained pursuant to this chapter must be made available to the City of Mount Vernon Police Department for purposes of an official investigation or when approved by the Police Commissioner or his/her designee.
- C. The recordings must be turned over to the City of Mount Vernon Police Department upon its demand while the business is open and/or as soon as possible if the business is closed.
- D. All recordings made by video cameras installed and maintained pursuant to this chapter while in possession of the business shall be stored in a locked receptacle, preferably located in a controlled access area, to which only authorized personnel may have access, or shall otherwise be secured so that only authorized personnel may access such video recordings.
- E. The business shall keep a log of all instances of requests for, access to, dissemination and use of recorded materials made by video cameras installed and maintained pursuant to this chapter. Copies of the access log shall be provided to the City of Mount Vernon Police Department upon demand.
- F. The system must be available to the City of Mount Vernon Building Department and Police Department for inspection at all times, during such time that the business is open to the public, to ensure compliance with the requirements set forth in this chapter.
- G. Each business subject to the provisions of this chapter shall submit a certification report to the Police Department, on a form prescribed by said department, by January 31 of each year. The report shall certify that the business has complied with this chapter.

**Section 4. Installation of video cameras.** The businesses subject to the provisions of this chapter must comply with the New York State Uniform Fire Prevention and Building Code and the rules and regulations promulgated thereunder and the Code of the City of Mount Vernon when installing and maintaining the system. All necessary permits must be applied for and obtained from the Mount Vernon Building Department, including, but not limited to, an equipment permit and an electrical permit. Drawings and specifications shall be submitted to the Mount Vernon Building Department showing the proposed location of the system and the technical details of the system.

**Section 5. Time for compliance. Extension of time for compliance.** The businesses subject to the provisions of this chapter shall complete the installation of the required system by no later than March 1, 2025. In the event the business demonstrates a good reason why it cannot meet this date set for obtaining and installing a system, the Building Department, or his/her designee, may for such good reason stated grant one extension of time to comply with this chapter, such time not to exceed six months.

**Section 6. Enforcement.**

- A. Notice of violation. When the Building Department or Police Department finds that a person has violated or failed to meet a requirement of this chapter, it may order compliance by written notice of violation to the responsible person.
- B. Penalties. Any person violating any of the provisions of this chapter shall be deemed guilty of a violation and, upon conviction thereof, shall be fined in an amount not exceeding \$1,000 or be imprisoned for a period not exceeding 15 days, or by both such fine and imprisonment. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such.

**Section 7. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**Section 8. Effective Date.** This ordinance shall take effect upon review and acceptance from the City Council.



# 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 -789

**Agenda Date:** 8/14/2024

**Agenda #:** 24.

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### City Council:

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNT VERNON ACKNOWLEDGING THE CITY COUNCIL'S APPOINTMENT TO THE MOUNT VERNON CHARTER REVIEW COMMISSION**

**Whereas**, Section 268 of the Mount Vernon City Code provides for the appointment of members to the Charter Review Commission ("Commission") to review the existing Charter of the City and recommend revisions or amendments to the residents of the City of Mount Vernon; and

**Whereas**, the Commission is composed of 15 members appointed no later than every 10th year following the expiration of the term of the previous Commission; and

**Whereas**, the City Council acknowledges the necessity of appointing qualified individuals to serve on the Commission to ensure a comprehensive review and potential revision of the City Charter;  
**Now, Therefore, Be It**

**Resolved, by the City Council of the City of Mount Vernon, New York, as follows:**

**Section 1. Appointment of Commission Member.** The City Council hereby appoints the following individual as a member of the Mount Vernon Charter Review Commission:

- Morenike (Nike) E. Williams, SPHR

**Section 2. Responsibilities of the Commission.** The Commission shall conduct a thorough review of the City of Mount Vernon's existing Charter and recommend any revisions or amendments deemed necessary for the City's residents.

**Section 3. Term of the Commission.** The Commission shall serve until its recommendations are presented and addressed, as provided by Section 268 of the Mount Vernon City Code, and a subsequent Commission is appointed no later than every 10th year thereafter.

**Section 4. Effective Date.** This resolution shall take effect immediately upon passage and approval by the City Council.



**CITY OF MOUNT VERNON, NEW YORK**  
OFFICE OF THE CITY CLERK  
ONE ROOSEVELT SQUARE, ROOM 104

TANESIA M. WALTERS, J.D., M.P.A.  
City Clerk

MOUNT VERNON, NY 10550  
(914) 665-2352  
Fax (914) 668-6044  
[www.cmvny.com](http://www.cmvny.com)

NICOLE J. NONILLA  
Deputy City Clerk

August 2, 2024

Honorable City Councilmembers  
City Hall  
1 Roosevelt Square  
Mount Vernon, NY 10550

RE: Charter Review Commission Appointments

Dear Honorable City Council members:

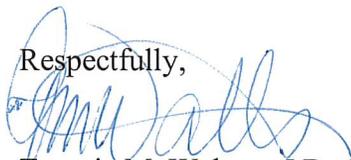
This letter request is in accordance with Section 268 of the Mount Vernon City Code which provides for the appointment of the members of the Charter Review Commission.

As such, this honorable body is being asked to acquiesce with this section of the City Code which states "A Mount Vernon Charter Review Commission ("Commission") composed of 15 members shall be appointed, and no later than every 10th year thereafter following the expiration of the term of this Commission a later separate Commission shall be appointed, as herein provided, to review the existing Charter of the City and recommend revision of or amendment to the Charter to the residents of the City of Mount Vernon." The honorable body is being asked to enact legislation to appoint the following members:

- Morenike (Nike) E. Williams, SPHR

Should you require any further information for deliberation, please contact me.

Respectfully,



Tanesia M. Walters, J.D., M.P.A.  
City Clerk



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
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**File #:** TMP -790

**Agenda Date:** 8/14/2024

**Agenda #:** 25.

### City Council:

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNT VERNON ACKNOWLEDGING THE MAYORAL APPOINTMENT TO THE MOUNT VERNON CHARTER REVIEW COMMISSION**

**Whereas**, Section 268 of the Mount Vernon City Code provides for the appointment of members to the Charter Review Commission ("Commission") to review the existing Charter of the City and recommend revisions or amendments to the residents of the City of Mount Vernon; and

**Whereas**, the Commission is to be composed of 15 members appointed no later than every 10th year following the expiration of the term of the previous Commission; and

**Whereas**, the City Council recognizes the importance of appointing dedicated and qualified individuals to serve on the Commission to ensure a comprehensive review and potential revision of the City Charter; and

**Whereas**, the Mayor has appointed Rosia Blackwell Lawrence to serve on the Charter Review Commission; **Now, Therefore, Be It**

**Resolved, by the City Council of the City of Mount Vernon, New York, as follows:**

**Section 1. Acknowledgment of Mayoral Appointment.** The City Council hereby acknowledges the appointment of the following individual by the Mayor to the Mount Vernon Charter Review Commission:

- Rosia Blackwell Lawrence

**Section 2. Responsibilities of the Commission.** The Commission shall conduct a thorough review of the City of Mount Vernon's existing charter and recommend any revisions or amendments deemed necessary for the city's residents.

**Section 3. Term of the Commission.** The Commission shall serve until its recommendations are presented and addressed, as provided by Section 268 of the Mount Vernon City Code, and a subsequent Commission is appointed no later than every 10th year thereafter.

**Section 4. Effective Date.** This resolution shall take effect immediately upon passage and approval by the City Council.



CITY OF MOUNT VERNON, NEW YORK  
OFFICE OF THE CITY CLERK  
ONE ROOSEVELT SQUARE, ROOM 104  
MOUNT VERNON, NY 10550

TANESIA M. WALTERS, J.D., M.P.A.  
City Clerk

(914) 665-2352  
Fax (914) 668-6044  
[www.cmvny.com](http://www.cmvny.com)

NICOLE J. BONILLA, M.B.A.  
Deputy City Clerk

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August 2, 2024

Honorable City Councilmembers  
City Hall  
1Roosevelt Square  
Mount Vernon, NY 10550

RE: Charter Review Commission Appointments

Dear Honorable City Council members:

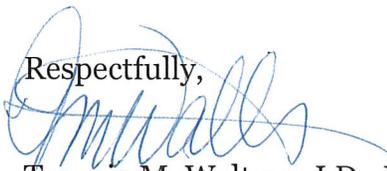
This letter request is in accordance with Section 268 of the Mount Vernon City Code which provides for the appointment of the members of the Charter Review Commission.

As such, this honorable body is being asked to acquiesce with this section of the City Code which states "A Mount Vernon Charter Review Commission ("Commission") composed of 15 members shall be appointed, and no later than every 10th year thereafter following the expiration of the term of this Commission a later separate Commission shall be appointed, as herein provided, to review the existing Charter of the City and recommend revision of or amendment to the Charter to the residents of the City of Mount Vernon." The honorable body is being asked to enact legislation to acknowledge the following Mayoral appointment:

- Rosia Blackwell Lawrence

Should you require any further information for deliberation, please contact me.

Respectfully,



Tanesia M. Walters, J.D., M.P.A.  
City Clerk



# 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 -787

**Agenda Date:** 8/14/2024

**Agenda #:** 26.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH FEEDING WESTCHESTER**

**Whereas**, by letter dated August 1, 2024, the Commissioner of the Recreation Department has requested legislation authorizing Mayor Shawyn Patterson-Howard, on behalf of the Mount Vernon Recreation Department, to enter into a Memorandum of Understanding (MOU) with Feeding Westchester, as outlined in the attached document; and

**Whereas**, Feeding Westchester has been a vital resource for the Mount Vernon community, significantly contributing to the well-being of its residents by addressing food insecurity and providing nutritious meals to people of all ages; and

**Whereas**, Feeding Westchester's efforts support the healthy development of children and ensure that senior citizens receive the nourishment necessary for a dignified and healthy life, thereby reinforcing the health and unity of the community; and

**Whereas**, the City of Mount Vernon and Mayor Shawyn Patterson-Howard seek to continue this beneficial relationship by entering into a Memorandum of Understanding with Feeding Westchester; and

**Whereas**, the MOU includes the use of Link2Feed, a holistic client management system designed for hunger relief organizations, which will collect, manage, and report service data, ensuring compliance and effective program management; and

**Whereas**, Feeding Westchester will provide Chromebooks, hotspot service, and a scanner barcode for the program, covering the costs of monthly licensing fees and services for its various programs, without incurring any costs to the City of Mount Vernon; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Enter MOU.** The City Council authorizes Mayor Shawyn Patterson-Howard, on behalf of the Mount Vernon Recreation Department, to enter into a Memorandum of Understanding with Feeding Westchester, as outlined in the attached document.

**Section 2. Implementation of Link2Feed.** The City of Mount Vernon will implement the Link2Feed client management system to enhance the efficiency and accuracy of service delivery for Feeding Westchester programs within the community.

**Section 3. No Cost to the City.** There shall be no financial obligation incurred by the City of Mount Vernon under this MOU, as Feeding Westchester will cover all associated costs, including those for

equipment, services, and program licensing.

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



CITY OF MOUNT VERNON, N.Y.

RECREATION DEPARTMENT

SHAWYN PATTERSON-HOWARD  
Mayor

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

KATHLEEN WALKER-PINCKNEY  
Commissioner

August 1, 2024

Honorable Members of the City Council  
Through the office of the mayor  
City Hall  
Mount Vernon, NY 10550

**Re: Memorandum of Understanding- Partnership with Feeding Westchester**

Dear Honorable Members:

This letter requests that the city enact legislation allowing Mayor Shawyn Patterson-Howard and the Mount Vernon Recreation Department to enter a Memorandum of Understanding (MOU) with Feeding Westchester.

Feeding Westchester has been a vital resource for the Mount Vernon community, significantly contributing to the well-being of its residents. Their various programs and resources have been instrumental in addressing food insecurity and providing nutritious meals to people of all ages. Feeding Westchester, from children to senior citizens, ensures that our youngest constituents receive the sustenance they need for healthy development while supporting our seasoned constituents with the nourishment necessary for a dignified and healthy life. Their efforts have been truly beneficial, reinforcing the health and unity of our community.

The MOU highlights Link2Feed(L2F), a holistic client management system built especially for hunger relief organizations. Link2Feed will collect, manage, and report service data (monthly statistics). In addition, It will gather all information needed for compliance, including TEFAP Attestation.

In addition, Feeding Westchester will supply our program with Chromebooks, a hotspot service, and a Scanner barcode. As it has done in the past, Feeding Westchester will cover the monthly licensing fees for all Feeding Westchester programs, including Food Pantries, Mobile Food Pantries, Fresh Markets, Child Feeding, Senior Grocery, and Food Is Medicine programs. Within this MOU, there's a grant to cover the cost of the hotspot and the service provider. There is no cost to the City of Mount Vernon, NY concerning this agreement. The totality of the MOU is outlined in the attached document.

We are excited about this continued partnership with Feeding Westchester, and we look forward to working closely with them as we endeavor to expand our reach and develop a more precise and accurate system that will make serving our community more efficient. We are deeply grateful for Feeding Westchester's past support and look forward to our future collaboration.

Sincerely,

Kathleen Walker-Pinckney  
Commissioner of Recreation

*"The Jewel of Westchester"*





# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
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**File #:** TMP -749

**Agenda Date:** 8/14/2024

**Agenda #:** 27.

### City Council:

### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH SMART STEPS FOR THE MOUNT VERNON YOUTH BUREAU'S SAFE PLACE FOR OUR GIRLS PROGRAM**

**Whereas**, by letter dated July 12, 2024, the Deputy Director for the Youth Bureau has requested that the City Council enact legislation authorizing the Mayor to enter into an agreement with Smart Steps for the Mount Vernon Youth Bureau's Safe Place for Our Girls program, covering the period from July 9, 2024, through August 16, 2024; and

**Whereas**, the City of Mount Vernon is committed to providing educational and entrepreneurial opportunities for its youth; and

**Whereas**, the Mount Vernon Youth Bureau has been approved to accept a grant from the Department of Health & Human Services and the Administration for Children and Families for the Safe Place for Our Girls program, in the amount of \$999,999.00 for the contract period of August 30, 2023 - August 30, 2024; and

**Whereas**, the Safe Place for Our Girls program aims to deliver the Startup Smartup entrepreneurship curriculum and provide training and support for the "Shark Tank" presentation; and

**Whereas**, Startup Smartup is an online program teaching the fundamentals of entrepreneurship using video tutorials and guidebooks to teach students how to start specific jobs and develop essential business skills; and

**Whereas**, Smart Steps will provide twenty-four (24) 2-hour sessions at the rate of \$225.00 per hour on Tuesdays and Thursdays, totaling \$5,400.00, twelve (12) 2-hour sessions at the rate of \$200.00 per hour on Fridays, totaling \$2,400.00, and six (6) hours of service for pre/post preparation, including the day of the "Shark Tank" presentation at the rate of \$225.00 per hour, totaling \$1,350.00; and

**Whereas**, the final cost to deliver this program will not exceed \$9,150.00, and funds for this program are to be accounted for in Expense Code A7318-405 (contracted expenses); **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Enter into Agreement.** The Mayor is hereby authorized to enter into an agreement with Smart Steps for the Mount Vernon Youth Bureau's Safe Place for Our Girls program, covering the period from July 9, 2024, through August 16, 2024.

**Section 2. Smart Steps Deliverables.** Smart Steps shall deliver the Startup Smartup entrepreneurship curriculum and provide training and support in preparation for the “Shark Tank” presentation as outlined in the agreement.

**Section 3. Funding.** The total cost for the services provided by Smart Steps shall not exceed \$9,150.00, and the funds for this program shall be appropriated from Expense Code A7318-405 (contracted expenses).

**Section 4. Effective date.** This ordinance shall take effect 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/ mv youthbureau

DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*

DENA T. WILLIAMS, MPA  
*Deputy Director*

July 12, 2024

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

Dear Honorable Members of City Council:

This letter comes to respectfully request that the City Council enact legislation that will authorize the Mayor to enter into an agreement with *Smart Steps*, for the Mount Vernon Youth Bureau's Safe Place for Our Girls Program. The terms of the agreement shall be for the period of July 9, 2024, through August 16, 2024, to deliver the Startup Smartup entrepreneurship curriculum as well as provide training and support in preparation of the "Shark Tank" presentation.

In an ordinance dated September 13, 2023, the Mount Vernon Youth Bureau was approved to accept a grant from the Department of Health & Human Services and the Administration for Children and Families for the Safe Place for Our Girls program, in the amount of \$999,999.00 for the contract period of August 30, 2023 – August 30, 2024.

Startup Smartup is an online program teaching the fundamentals of entrepreneurship using video tutorials and guidebooks to teach students how to start 11 specific jobs. A 12-chapter curriculum teaches students the objective skills and tools they'll need to run their business, how to design a logo, their business card, a website, and develops their communication and SEL skills such as the 6 reasons that goal setting is important, understanding the sales cycle, how to overcome objections, the Meyer's-Briggs Personality Test and communication 101 as described by Dale Carnegie.

*Smart Steps* will provide twenty-four (24) 2-hour sessions, at the rate of \$225.00 per hour on Tuesday and Thursday's totaling (\$5,400.00) and twelve (12) 2-hours sessions, at the rate of \$200.00 per hour on Friday's totaling (\$2,400.00), and six (6) hours of service for pre/post preparation including day of the "Shark Tank" presentation at the rate of \$225.00 per hour totaling (\$1,350.00). The final cost to deliver this program will not exceed **\$9,150.00**. Funds for this program are to be accounted for in Expense Code A7318-405 (contracted expenses).

Should you have any questions, please feel free to contact me at (914) 665-2344.

Sincerely,  
*Dena T. Williams*

Dena T. Williams  
Deputy Director

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



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
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**File #:** TMP -758

**Agenda Date:** 8/14/2024

**Agenda #:** 28.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO RETROACTIVELY ENTER INTO AN AGREEMENT WITH BREAK BREAD, NOT HEARTS FOR THE MOUNT VERNON YOUTH BUREAU'S SAFE PLACE FOR OUR GIRLS AND SAFE HAVEN SUMMER PROGRAMS**

**Whereas**, by letter dated July 21, 2024, the Deputy Director for the Youth Bureau has requested that the City Council enact legislation authorizing the Mayor to retroactively enter into an agreement with Break Bread not Hearts, for the provision of nutrition and cooking instruction sessions for the Mount Vernon Youth Bureau's Safe Place for Our Girls and Safe Haven Summer Programs for the period of July 9, 2024, through August 16, 2024; and

**Whereas**, the City of Mount Vernon is committed to supporting the well-being and development of its youth through various programs and initiatives; and

**Whereas**, the Mount Vernon Youth Bureau's Safe Place for Our Girls, serving 32 participants, and Safe Haven Summer Programs, serving 71 participants, provide essential services and opportunities for young people in the community; and

**Whereas**, in an ordinance dated September 13, 2023, the Mount Vernon Youth Bureau was approved to accept a grant from the Department of Health & Human Services and the Administration for Children and Families for the Safe Place for Our Girls program in the amount of \$999,999.00 for the contract period of August 30, 2023, to August 30, 2024; and

**Whereas**, an ordinance dated March 13, 2024, authorized the Mayor to enter into a retroactive service agreement with the Westchester County Youth Bureau and the Board of Legislators in the amount of \$180,718.00 for the contract period of January 1, 2024, to December 31, 2024; and

**Whereas**, Break Bread Not Hearts, founded in 2012, operates with the philosophy of "Cooking UP Community" and is dedicated to supporting local and regional farmers and producers, providing nutrition and cooking instruction sessions; and

**Whereas**, Break Bread, Not Hearts will provide six (6) nutrition/cooking instruction sessions per program at the rate of \$600.00 per session, and conduct a "cook-off" at the end of the summer program, with program fees not exceeding \$7,800.00; and

**Whereas**, funds for this program are to be equally accounted for in Expense Codes A7318-405 (contracted expenses) and A7314-458 (miscellaneous); **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 hereby authorizes the Mayor to retroactively enter into an agreement with Break Bread Not Hearts for the provision of nutrition and cooking instruction sessions for the Mount Vernon Youth Bureau’s Safe Place for Our Girls and Safe Haven Summer Programs for the period of July 9, 2024, through August 16, 2024.

**Section 2. Funding.** The total cost for the services that Break Bread Not Hearts provides shall not exceed \$7,800.00, with funds equally allocated from Expense Codes A7318-405 and A7314-458.

**Section 3. Program Details.** Break Bread Not Hearts shall conduct six (6) nutrition/cooking instruction sessions per program and a “cook-off” at the end of the summer program, providing organic and natural food, cooking utensils, and necessary supplies.

**Section 4. Effective date.** This ordinance shall take effect 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/ mvyouthbureau

DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*

DENA T. WILLIAMS, MPA  
*Deputy Director*

July 21, 2024

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

Dear Honorable Members of City Council:

This letter comes to respectfully request that the City Council enact legislation that will authorize the Mayor to retroactively enter into an agreement with *Break Bread not Hearts*, for the Mount Vernon Youth Bureau's Safe Place for Our Girls, serving 32 participants and Safe Haven Summer Programs, serving 71 participants. The terms of the agreement shall be for the period of July 9, 2024, through August 16, 2024.

In an ordinance dated September 13, 2023, the Mount Vernon Youth Bureau was approved to accept a grant from the Department of Health & Human Services and the Administration for Children and Families for the Safe Place for Our Girls program, in the amount of \$999,999.00 for the contract period of August 30, 2023 – August 30, 2024.

In addition, an ordinance dated March 13, 2024, authorized the Mayor to enter into a retroactive service agreement with the Westchester County Youth Bureau and the Board of Legislators in the amount of \$180,718.00 for the contract period of January 1, 2024 – December 31, 2024.

*Break Bread not Hearts* was founded in 2012 with one philosophy, "Cooking UP Community". Understanding the impact of knowing where our food comes from and the infrastructure of our modern food system, they strive to support our local and regional farmers and producers by operating within farmers markets in White Plains, Pleasantville, and Piermont, NY, where they purchase items to prepare love-filled stir-fries, soups, salads, and a variety of vegan and gluten-free baked goods.

*Break Bread not Hearts* will provide six (6) nutrition/ cooking instruction sessions, per program at the rate of \$600.00 per session and conduct a "cook-off" at the end of the summer program. Program fees include organic and natural food, use of cooking utensils, pots & pans, flatware, stoves, cooking equipment, and other necessary supplies. The final cost to deliver thirteen (13) sessions to 103 participants will not exceed **\$7,800.00**. Funds for this program are to be accounted for equally in Expense Codes A7318-405 (contracted expenses) and A7314-458 (misc.).

Should you have any questions, please feel free to contact me at (914) 665-2344.

Sincerely,

*Dena T. Williams*

Dena T. Williams  
Deputy Director

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



# 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 -797

Agenda Date: 8/14/2024

Agenda #: 29.

### City Council:

### **AN ORDINANCE AUTHORIZING THE MAYOR TO RETROACTIVELY ENTER INTO AN AGREEMENT WITH INFERNO365 FITNESS FOR THE MOUNT VERNON YOUTH BUREAU'S SAFE PLACE FOR OUR GIRLS AND GIRLS EMBRACING MATURITY PROGRAMS**

**Whereas**, by letter dated August 5, 2024, the Deputy Director of the Youth Bureau has requested legislation authorizing the Mayor to retroactively enter into an agreement with Inferno365 Fitness to deliver the ULIFTT curriculum for the Safe Place for Our Girls and Girls Embracing Maturity programs from July 9, 2024, through August 16, 2024, at a total cost not to exceed \$9,000.00; and

**Whereas**, the Mount Vernon Youth Bureau has established the Safe Place for Our Girls (SP4OG) and Girls Embracing Maturity (GEM) programs to provide essential life skills, leadership qualities, and personal development tools to young girls; and

**Whereas**, the Youth Bureau received a grant in the amount of \$999,999.00 from the Department of Health & Human Services and the Administration for Children and Families for the SP4OG program, as approved in an ordinance dated September 13, 2023, for the period August 30, 2023, through August 30, 2024; and

**Whereas**, the Youth Bureau has been authorized, as of March 13, 2024, to enter into a service agreement with the Westchester County Youth Bureau and the Board of Legislators for an amount of \$180,718.00 for the period January 1, 2024, through December 31, 2024; and

**Whereas**, Inferno365 Fitness has been identified to deliver its ULIFTT curriculum, offering six (6) 1-hour sessions to the GEM program at a total cost of \$3,000.00 and twelve (12) 1-hour sessions to the SP4OG program at a total cost of \$6,000.00, with a final cost not to exceed \$9,000.00; and

**Whereas**, funds for these services are to be drawn from Expense Codes A7327.458 (miscellaneous) and A7318-405 (contracted expenses); **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 authorized to retroactively enter into an agreement with Inferno365 Fitness to deliver the ULIFTT curriculum for the Safe Place for Our Girls and Girls Embracing Maturity programs from July 9, 2024, through August 16, 2024, at a total cost not to exceed \$9,000.00.

**Section 2. Funding Allocation.** The necessary funds for this agreement shall be allocated from Expense Codes A7327.458 (misc.) and A7318-405 (contracted expenses), as specified.

**Section 3. Definitions:**

- **ULIFTT Curriculum:** A program developed by Inferno365 Fitness designed to equip young individuals with life skills, leadership qualities, and personal development tools.
- **GEM Program:** Girls Embracing Maturity, a program aimed at empowering young girls in Mount Vernon.
- **SP4OG Program:** Safe Place for Our Girls, a program designed to support and develop young girls in Mount Vernon.

**Section 4. Effective Date.** This ordinance shall take effect 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/ mv youthbureau

DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*

DENA T. WILLIAMS, MPA  
*Deputy Director*

August 5, 2024

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

Dear Honorable Members of City Council:

This letter comes to respectfully request that the City Council to retroactively enact legislation that will authorize the Mayor to enter into an agreement with *Inferno365Fitness*, for the Mount Vernon Youth Bureau's Safe Place for Our Girls and Girls Embracing Maturity (GEM) Programs. The terms of the agreement shall be for the period of July 9, 2024, through August 16, 2024.

In an ordinance dated September 13, 2023, the Mount Vernon Youth Bureau was approved to accept a grant from the Department of Health & Human Services and the Administration for Children and Families for the Safe Place for Our Girls program, in the amount of \$999,999.00 for the contract period of August 30, 2023 – August 30, 2024.

In addition, an ordinance dated March 13, 2024, authorizing the Mayor to enter into a retroactive service agreement with the Westchester County Youth Bureau and the Board of Legislators in the amount of \$180,718.00 for the contract period of January 1, 2024 – December 31, 2024.

*Inferno365 Fitness* will deliver its ULIFTT curriculum which is designed to empower young people with essential life skills, leadership qualities, and personal development tools to thrive in today's world. The program encompasses interactive activities focused on areas such as goal setting, communication, emotional intelligence, and resilience.

*Inferno365 Fitness* will provide six (6) 1-hour sessions to the GEM program at a cost of \$500.00 per session (\$3,000.00) and twelve (12) 1-hour sessions to the SP4OG program at the rate of \$500.00 per session (\$6,000.00). The final cost to deliver eighteen (18) sessions will not exceed **\$9,000.00**. Funds for this program are to be accounted for in Expense Codes A7327.458 (misc.) and A7318-405 (contracted expenses) respectively.

Should you have any questions, please feel free to contact me at (914) 665-2344.

Sincerely,

*Dena T. Williams*

Dena T. Williams  
Deputy Director

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



# 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 -774

**Agenda Date:** 8/12/2024

**Agenda #:** 30.

**City Council:**

**AN ORDINANCE AUTHORIZING THE  
TRANSFER OF FUNDS FOR THE PURCHASE  
OF A FIRE DEPARTMENT COMMAND VEHICLE**

**Whereas**, by letter dated July 30, 2024, the Commissioner of the Fire Department has requested legislation authorizing the transfer of \$4,805.00 to cover the increased pricing for the Fire Department Command Vehicle, a 2023 Chevy Silverado 2500HD; and

**Whereas**, the City Council of Mount Vernon previously authorized the purchase of a Fire Department Command Vehicle under the American Rescue Plan Act (ARPA); and

**Whereas**, the vehicle, a 2023 Chevy Silverado 2500HD, was ordered in 2022; and

**Whereas**, due to COVID-19, there have been significant delays and backlogs in vehicle deliveries, resulting in an increase in pricing; and

**Whereas**, an additional amount of \$4,805.00 is required to cover the increased cost of the vehicle; and

**Whereas**, it is necessary to transfer funds to secure the purchase of this essential Fire Department Command Vehicle; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization of Fund Transfer.** The City Council authorizes the transfer of \$4,805.00 to cover the increased pricing for the Fire Department Command Vehicle, a 2023 Chevy Silverado 2500HD.

**Section 2. Source of Funds.** The funds for this transfer shall be allocated from available budget lines within the Fire Department’s ARPA allocation, shown in the Chart below, ensuring no disruption to other essential services or projects.

<b>From:</b>	<b>Amount:</b>	<b>To:</b>
A4540.203ARP PHS-003	\$4,805.00	A3410.203ARP GOV-002 6.1

**Section 3. Purpose of Transfer.** The transferred funds shall be used exclusively to cover the cost increase associated with purchasing the Fire Department Command Vehicle, as previously authorized by City Council legislation.

**Section 4. Implementation.** The Comptroller's Office will execute the necessary financial transactions to complete this fund transfer promptly.

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

Estimate & Contract.



CITY OF MOUNT VERNON, N.Y.  
Fire Department

SHAWYN PATTERSON-HOWARD  
Mayor

Fire Headquarters  
470 E Lincoln Ave  
Mount Vernon, NY 10552  
(914) 665-2611 – Fax: (914) 665-2630

Deborah M. Norman  
Fire Commissioner  
Theodore W. Beale Jr.  
Deputy Fire Commissioner  
K. Robert Odindo  
Chief of Operations  
Aaron Marable  
Asst. Chief of Operations

THROUGH OFFICE OF THE MAYOR

July 30, 2024

Honorable City Council  
City Hall, 1 Roosevelt Square  
Mount Vernon, NY 10550

RE: Transfer of Funds

Dear Honorable Body,

I am requesting the Council authorize transfer of funds for the Fire Department

From A4540.203ARP PHS-003	\$4,805.00
To A3410.203ARP GOV-002 6. 1	

This transfer is to secure the funds for ARPA Purchase of A FD Command vehicle that was ordered in 2022 and authorized by city Council legislation. Due to COVID the Vehicle had been delayed/backlog. Request the transfer to cover the \$4,805.00 increase in pricing for the FD Command Vehicle. 2023 Chevy Silverado 2500HD. Thanking you in advance for your assistance in this matter.

Respectfully submitted,

Deborah M. Norman  
Fire Commissioner

*"The Jewel of Westchester"*

17

AN ORDINANCE AUTHORIZING THE FIRE DEPARTMENT TO PURCHASE TWO (2) COMMAND VEHICLES AND PAYMENT OF THE EQUIPMENT WITH ARP FUNDS

WHEREAS, by letter dated August 17, 2022, Fire Commissioner, Deborah M. Norman has requested legislation authorizing the purchase of two (2) Command Vehicles and payment of equipment using ARP funds ("ARP") in the amount of \$167,293.00. The respective Command Vehicles identified as Car 1A and Car 2 are the emergency response vehicles of the Fire Department's Chief of Operations and the On-Duty 24-hour shift Commander Battalion 2/Duty Fire Chief; and

WHEREAS, Sourcewell Award Contracts Firetrucks Unlimited / AEV #110921 Public Safety has been identified and the vehicles are shown below:

CAR 1A - 2022 Chevy Tahoe SSV Conversion – AEV Specialty Vehicles	\$79,949.00
CAR 2 - 2022 Chevy Silverado 2500HD – AEV Specialty Vehicles	\$87,344.00
<b>TOTAL:</b>	<b>\$167,293.00</b>

NOW, THEREFORE,

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

Section 1. The Fire Department is hereby authorized to purchase of two (2) Command Vehicles and payment of equipment using ARP funds ("ARP") in the amount of \$167,293.00. The respective Command Vehicles identified as Car 1A and Car 2 are the emergency response vehicles of the Fire Department's Chief of Operations and the On-Duty 24-hour shift Commander Battalion 2/Duty Fire Chief.

Section 2. Funds for the aforesaid not to exceed \$167,293.00 are available in ARP Funds Budget Line A3410.203 ARP and purchased through Government Services GOV-002 6.1.

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

*Patricia Gleason*  
Councilperson

**APPROVED AS TO FORM**  
*[Signature]*  
Assistant Corporation Counsel

**THIS ORDINANCE ADOPTED BY CITY COUNCIL**  
*[Signature]*  
President

**ATTEST:**  
*[Signature]*  
Deputy City Clerk

APPROVED  
Dept. \_\_\_\_\_

**APPROVED**  
SEP 15 2022  
Date  
*[Signature]*  
By \_\_\_\_\_  
Mayor

Vote Taken As Follows: 9/14/2022  
Browne: Yea Copeland: Yea  
Gleason: Yea Poteat: Yea  
Thompson: Yea Ordinance Adopted

17



# 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 -776

**Agenda Date:** 8/12/2024

**Agenda #:** 31.

**City Council:**

**AN ORDINANCE AMENDING ORDINANCE  
NO. 17, ADOPTED BY THE CITY COUNCIL ON  
SEPTEMBER 14, 2022, ENTITLED “AN ORDINANCE  
AUTHORIZING THE FIRE DEPARTMENT TO  
PURCHASE TWO (2) COMMAND VEHICLES AND  
PAYMENT OF THE EQUIPMENT WITH ARPA FUNDS”**

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

Section 1. The first decretal paragraph, the second WHEREAS CLAUSE Section 3 of Ordinance No. 17, adopted by the City Council on September 14, 2022, entitled “AN ORDINANCE AUTHORIZING THE FIRE DEPARTMENT TO PURCHASE TWO (2) COMMAND VEHICLES AND PAYMENT OF THE EQUIPMENT WITH ARPA FUNDS” is hereby amended as follows:

WHEREAS, by letter dated [August 17, 2022] July 30, 2024, Fire Commissioner, Deborah M. Norman has requested legislation to amend Ordinance No. 17, adopted by the City Council on September 14, 2022, authorizing the purchase of two (2) Command Vehicles and payment of equipment using ARPA funds (“ARP”) in the amount of [\$167,293.00] \$172,098.00. The respective Command Vehicles identified as Car 1A and Car 2, are the emergency response vehicles of the Fire Department’s Chief of Operations and the On-Duty 24-hour shift Commander Battalion 2/Duty Fire Chief; and

WHEREAS, Sourcewell Award Contracts Firetrucks Unlimited / AEV #110921 Public Safety has been identified and the vehicles are shown below:

CAR 1A - 2022 Chevy Tahoe SSV Conversion - AEV Specialty Vehicles	\$79,949.00
CAR 2 - 2022 Chevy Silverado 2500HD - AEV Specialty Vehicles	[\$87,344.00]
	\$92,149.00
<b>TOTAL:</b>	<b>[\$167,293.00]</b>
	<b><u>\$172,098.00</u></b>

NOW, THEREFORE,

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

Section 1. The Fire Department is hereby authorized to purchase of two (2) Command Vehicles and payment of equipment using ARPA funds in the amount of \$167,293.00. The respective Command Vehicles identified as Car 1A and Car 2 are the emergency response vehicles of the Fire Department’s Chief of Operations and the On-Duty 24-hour shift Commander Battalion 2/Duty Fire Chief.

Section 2. Funds for the aforesaid not to exceed [\$167,293.00] \$172,098.00 are available in ARPA Funds Budget Line A3410.203 ARP and purchased through Government Services GOV-002 6.1.

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

New Matter Underlined  
Deleted Matter in Brackets [ ]



CITY OF MOUNT VERNON, N.Y.

Fire Department

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

**Fire Headquarters**  
470 E Lincoln Ave  
Mount Vernon, NY 10552  
(914) 665-2611 – Fax: (914) 665-2630

**Deborah M. Norman**  
*Fire Commissioner*  
**Theodore W. Beale Jr.**  
*Deputy Fire Commissioner*  
**K. Robert Odindo**  
*Chief of Operations*  
**Aaron Marable**  
*Asst. Chief of Operations*

THROUGH OFFICE OF THE MAYOR

Honorable City Council  
City Hall, 1 Roosevelt Square  
Mount Vernon, NY 10550

July 30, 2024

RE: ARPA AMENDMENT

Dear Honorable Body,

I am requesting the Honorable City Council amend legislation #17 September 14, 2022. The Council authorized the purchase of a Command Vehicle for the Fire Department. A 2022 Chevy Silverado 2500HD from vendor AEV Specialty Vehicles for \$87,344.00. Due to the COVID19 Pandemic this vehicle was on a backlog and the vehicle is now a 2023 Chevy Silverado 2500HD with increase of cost due to pricing increases. **Please amend the new amount for this vehicle is \$92,149.00, a difference of \$4,805.00.**

The Command vehicle was purchased with ARPA Funds Budget Line A3410.203 ARP Government Services GOV-002 6.1 The funds are still available for this purchase.

Thanking you in advance for your assistance in this matter.

Respectfully submitted,

Deborah M. Norman  
Fire Commissioner

*"The Jewel of Westchester"*

17

AN ORDINANCE AUTHORIZING THE FIRE DEPARTMENT TO PURCHASE TWO (2) COMMAND VEHICLES AND PAYMENT OF THE EQUIPMENT WITH ARP FUNDS

WHEREAS, by letter dated August 17, 2022, Fire Commissioner, Deborah M. Norman has requested legislation authorizing the purchase of two (2) Command Vehicles and payment of equipment using ARP funds ("ARP") in the amount of \$167,293.00. The respective Command Vehicles identified as Car 1A and Car 2 are the emergency response vehicles of the Fire Department's Chief of Operations and the On-Duty 24-hour shift Commander Battalion 2/Duty Fire Chief; and

WHEREAS, Sourcewell Award Contracts Firetrucks Unlimited / AEV #110921 Public Safety has been identified and the vehicles are shown below:

CAR 1A - 2022 Chevy Tahoe SSV Conversion – AEV Specialty Vehicles	\$79,949.00
CAR 2 - 2022 Chevy Silverado 2500HD – AEV Specialty Vehicles	\$87,344.00
<b>TOTAL:</b>	<b>\$167,293.00</b>

NOW, THEREFORE,

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

Section 1. The Fire Department is hereby authorized to purchase of two (2) Command Vehicles and payment of equipment using ARP funds ("ARP") in the amount of \$167,293.00. The respective Command Vehicles identified as Car 1A and Car 2 are the emergency response vehicles of the Fire Department's Chief of Operations and the On-Duty 24-hour shift Commander Battalion 2/Duty Fire Chief.

Section 2. Funds for the aforesaid not to exceed \$167,293.00 are available in ARP Funds Budget Line A3410.203 ARP and purchased through Government Services GOV-002 6.1.

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

*Patricia Gleason*  
Councilperson

**APPROVED AS TO FORM**  
*[Signature]*  
Assistant Corporation Counsel

**THIS ORDINANCE ADOPTED BY CITY COUNCIL**  
*[Signature]*  
President

**ATTEST:**  
*[Signature]*  
Deputy City Clerk

APPROVED  
Dept. \_\_\_\_\_

**APPROVED**  
SEP 15 2022  
Date  
*[Signature]*  
By \_\_\_\_\_  
Mayor

Vote Taken As Follows: 9/14/2022  
Browne: Yea Copeland: Yea  
Gleason: Yea Poteat: Yea  
Thompson: Yea Ordinance Adopted

17



# 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 -780

**Agenda Date:** 8/14/2024

**Agenda #:** 32.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE USE OF CITY PARKING LOT #1 FOR A FUNDRAISING CAR WASH BY LOCAL 107 UFFA**

**Whereas**, by letter dated July 31, 2024, the Commissioner of the Fire Department has requested legislation authorizing Local 107 UFFA to utilize City Parking Lot #1, exclusive of the permitted area, on August 24, 2024, from 11:00 a.m. until 5:00 p.m. to conduct a Fundraising Car Wash; and

**Whereas**, the Executive Board of Local 107 UFFA has requested authorization to utilize City Parking Lot #1 for a Fundraising Car Wash to support their Calendar; and

**Whereas**, the car wash will be set up inside Parking Lot #1, located between South 5th and South 6th Avenues, and has been coordinated with the Parking Bureau and Mount Vernon Police Department; and

**Whereas**, the Fire Department supports this fundraising activity but is not directly involved in the event; and

**Whereas**, this event provides an opportunity for community engagement and support for Local 107 UFFA; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Use City Parking Lot #1.** The City Council authorizes Local 107 UFFA to utilize City Parking Lot #1, exclusive of the permitted area), on August 24, 2024, from 11:00 a.m. until 5:00 p.m. to conduct a Fundraising Car Wash.

**Section 2. Coordination and Compliance.** Local 107 UFFA shall coordinate with the Parking Bureau and Mount Vernon Police Department to ensure compliance with all applicable regulations and to maintain safety and order during the event.

#### **Section 3. Liability and Responsibilities:**

1. Local 107 UFFA shall be responsible for any set-up and clean-up associated with the event.
2. Local 107 UFFA agrees to indemnify and hold the City of Mount Vernon harmless from any claims or liabilities arising from the use of City Parking Lot #1 for this event.

**Section 4. Insurance.** The foregoing permission is granted upon the express condition that the said **LOCAL 107 UFFA** shall assume all liability for and will indemnify and hold the City of Mount Vernon harmless of and from any damages that occur to persons or property because of the holding of said "Car Wash" and that said **LOCAL 107 UFFA** before acting upon this ordinance, shall file with the City Clerk and to be approved by the Corporation Counsel, a public liability policy covering the City of Mount Vernon as an

additional insured with policy limits of at least \$1,000,000.00 per occurrence for each event.

**Section 5. Effective Date.** This ordinance shall take effect only upon filing the above-described documents in the office of the City Clerk of Mount Vernon.



CITY OF MOUNT VERNON, N.Y.

Fire Department

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

**Fire Headquarters**  
470 E Lincoln Ave  
Mount Vernon, NY 10552  
(914) 665-2611 – Fax: (914) 665-2630

**Deborah M. Norman**  
*Fire Commissioner*  
**Theodore W. Beale Jr.**  
*Deputy Fire Commissioner*  
**K. Robert Odindo**  
*Chief of Operations*  
**Aaron Marable**  
*Asst. Chief of Operations*

THROUGH OFFICE OF THE MAYOR

Honorable City Council  
City hall, 1 Roosevelt Square  
Mount Vernon, NY 10550

July 31, 2024

RE: Utilization Permit Parking Lot #1

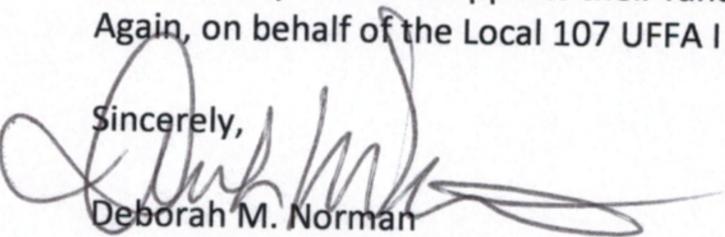
Dear Councilmembers,

On behalf of the Executive Board of Local 107 UFFA, they have requested your authorization to utilize city parking Lot #1 on August 24, 2024 from 11:00am until 5:00pm to conduct a Fundraising Car Wash in support of their Calendar.

The Local 107 members will set up the carwash inside the parking lot located between South 5<sup>th</sup> and South 6<sup>th</sup> Avenues and have coordinated with the Parking Bureau and MV police department respectively.

The Fire Department supports their fundraising activity, however the department is not involved in this Event. Again, on behalf of the Local 107 UFFA I submit this request to the City Council.

Sincerely,

  
Deborah M. Norman  
Fire commissioner, FDMV

*"The Jewel of Westchester"*

CAR WASH  
EXIT

CAR WASH  
ENTRANCE

AUG 24<sup>TH</sup>

11AM - 5PM

METERS 49-31 →

FOOD →

MS-R

MS-R

WASH

DJ

METERS 27-15 →

ENG →

2ND ST

DENZEL  
WASHINGTON

6<sup>TH</sup> Ave

South

5<sup>TH</sup> Ave.

South



# 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 -775

**Agenda Date:** 8/14/2024

**Agenda #:** 33.

### City Council:

#### **AN ORDINANCE ESTABLISHING TEMPORARY DESIGNATED ON-STREET PARKING AT 30 WARREN PLACE TO ACCOMMODATE HOLIDAY SHOPPING**

**Whereas**, by letter dated July 30, 2024, the Director of Business Development has requested legislation authorizing temporary designated on-street parking established along the property line of 30 Warren Place from November 5, 2024, through December 31, 2024. Parking shall be available Monday through Friday from 8:00 a.m. to 9:00 p.m. and Saturday and Sunday from 8:00 a.m. to 9:30 p.m.; and

**Whereas**, American Christmas, the property owner of 30 Warren Place, Mount Vernon, is opening its 110,000-square-foot warehouse to the public for the first time for “A Christmas Experience” called “Holiday Lane”; and

**Whereas**, “Holiday Lane” is a tour experience of American Christmas’ iconic holiday displays within the showroom and warehouse, including a pop-up retail store offering holiday decorations and themed products for purchase; and

**Whereas**, the proceeds from “Holiday Lane” will benefit three nonprofit organizations located within the City of Mount Vernon: the Mount Vernon Boys and Girls Club, Y-COP, and Northeast Steam Starter Academy; and

**Whereas**, it is necessary to establish designated parking spaces along the property line of 30 Warren Place to accommodate visitors to the event from November 5, 2024, through December 31, 2024; **Now, Therefore, Be It Resolved That**

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

#### **Section 1: Designated Parking.**

**1.1 Location and Duration:** Temporary designated on-street parking spaces are hereby established along the property line of 30 Warren Place from November 5, 2024, through December 31, 2024. Parking shall be available Monday through Friday from 8:00 a.m. to 9:00 p.m. and Saturday and Sunday from 8:00 a.m. to 9:30 p.m.

**1.2 Number of Spaces:** Approximately 14 parking spaces shall be designated for this purpose, with each space estimated to be occupied for one-hour intervals.

#### **Section 2: Event Details:**

2.1 **Event Description:** “Holiday Lane” is a public event hosted by American Christmas. It features a tour of holiday displays and a pop-up retail store.

2.2 **Beneficiaries:** Proceeds from the event will benefit the Mount Vernon Boys and Girls Club, Y-COP, and Northeast Steam Starter Academy, all located within the City of Mount Vernon.

### **Section 3: Implementation:**

3.1 **Signage and Enforcement:** The Department of Public Works shall install appropriate signage to indicate designated parking areas. Enforcement of parking regulations will be the responsibility of the Mount Vernon Police Department.

3.2 **Coordination:** American Christmas shall coordinate with the Mount Vernon Police Department and the Department of Public Works to ensure smooth traffic flow and access during the event.

**Section 4: Effective Date.** This ordinance shall take effect immediately after passage by the City Council.



## CITY OF MOUNT VERNON, N.Y.

Industrial Development Agency

**SHAWYN PATTERSON-HOWARD**  
*Chairperson*

City Hall, One Roosevelt Square  
Mount Vernon, NY 10550  
(914) 465 2994 – Fax: (914) 665-6173

**ROBIN MACK**  
*Director, Business Development - IDA*

### Referral Letter MV IDA 07-23

July 30, 2024

Honorable City Council Members  
One Roosevelt Square  
Mount Vernon, NY 10550

Re: Request for Designated On-Street Parking to Accommodate Holiday Shopping  
30 Warren Place (along the property line)

Dear Honorable Council members,

This letter is submitted to request that the City Council enact legislation that will establish designated parking along the property line of 30 Warren Place for the period of November 5, 2024 through December 31, 2024, Monday through Friday 8:00a to 9:00p and Saturday and Sunday 8:00a to 9:30p. There are approximately 14 parking spaces along the property line, and each is estimated to be occupied for one hour.

American Christmas is the property owner of 30 Warren Place and will open the doors of the 110,000 square foot warehouse to the public for the first time. The company has created the 'A Christmas Experience' called "Holiday Lane" to as a tour experience of its iconic holiday displays within the showroom and warehouse located at 30 Warren Place. Weekday and weekend fifteen-minute tour slots are available for a ticket price. Also open to the public at 30 Warren Place is a pop-up retail store where holiday decorations and holiday-themed products are available for purchase.

The proceeds from "Holiday Lane" benefit three nonprofit organizations all of which are located within the City of Mount Vernon (i.e. Mount Vernon Boys and Girls Club; Y-COP and Northeast Steam Starter Academy, Mount Vernon).



CITY OF MOUNT VERNON, N.Y.  
Industrial Development Agency

---

**SHAWYN PATTERSON-HOWARD**  
*Chairperson*

City Hall, One Roosevelt Square  
Mount Vernon, NY 10550  
(914) 465 2994 – Fax: (914) 665-6173

**ROBIN MACK**  
*Director, Business Development - IDA*

If you have any questions or concerns, please feel free to contact me at 914 465 2994 or [rmack@mountvernonny.gov](mailto:rmack@mountvernonny.gov).

Very truly yours,

*Robin Mack*

Robin Mack  
Director, Business Development

cc: Shawyn Patterson-Howard, Mayor  
Malcolm Clark, Chief of Staff  
Brian Johnson, Corporation Counsel  
File (2)

Referral Letter MV IDA 07-23  
Designated Parking – 30 Warren Place  
Page 2



CITY OF MOUNT VERNON, N.Y.  
Industrial Development Agency

---

**SHAWYN PATTERSON-HOWARD**  
*Chairperson*

City Hall, One Roosevelt Square  
Mount Vernon, NY 10550  
(914) 465 2994 – Fax: (914) 665-6173

**ROBIN MACK**  
*Director, Business Development - IDA*

## Attachments

1. Request from American Christmas dated July 23, 2024
2. 30 Warren Place – images of street side property line
3. Holiday Lane 2023 – announcement of proceeds for nonprofits (Patch.com – February 2024)  
<https://patch.com/new-york/mountvernonny/american-christmas-christmas-experience-raised-61k-nonprofits>

Referral Letter MV IDA 07-23  
Designated Parking – 30 Warren Place  
Page 3

[Community Corner](#)

# American Christmas 'Christmas Experience' Raised \$61K For Nonprofits

The Mount Vernon Boys & Girls Club, the Northeast STEM Starter Academy & the Youth Community Outreach Program got a late Christmas present.



Jeff Edwards, Patch Staff

Posted Fri, Feb 9, 2024 at 12:46 pm ET Updated Fri, Feb 9, 2024 at 12:52 pm ET



Gerald Dennis of Northeast STEM Starter Academy of Mt. Vernon, Melvin Campos of The Mount Vernon Boys & Girls Club, Dan Casterella of American Christmas, Mt. Vernon Mayor Shawyn Patterson-Howard, and Henry Wilson of YCOP of Mt. Vernon.  
(Risa B. Hoag)

**MOUNT VERNON, NY — It is truly better to give than to receive and one Mount Vernon business knows that better than most.**

ADVERTISEMENT

American Christmas, located at 30 Warren Place in Mount Vernon, has been creating some of the world's most famous holiday displays for over 50 years, including at Rockefeller Center, Radio City Music Hall, Macy's, Cartier, Saks, Harry Winston, Ralph Lauren and J. Crew. The company operates in 30 states much to the delight of holiday revelers across the U.S.

This past holiday season, the company once again opened its doors to the public, giving ticketholders a peek at the behind-the-scenes work that goes into the magical Christmas displays the company is known for. In addition to warehouse admission, visitors were able to tour the company's showroom, which was transformed into Santa's Workshop, ideal for photo-taking under 100,000 twinkling lights and included many fun animatronics and surprises. The public was also able to shop on-site at both the outlet store, which offered hundreds of vintage displays of all shapes and sizes, as well as at the "Christmas in America" retail shop, filled with unique ornaments and decorations.

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---

**SEE ALSO: [New Holiday Tradition Is Growing And The Gifts Keep Giving All Year](#)**

"We are so proud to support these three local and important nonprofit organizations that benefit kids," American Christmas CEO Dan Casterella said. "We are happy to give back to the community that supports us all year long."

The popular event attracted over 7,500 visitors from over 20 states. All proceeds from the Christmas tradition benefitted The Mount Vernon Boys & Girls Club, the Northeast STEM Starter Academy of Mt. Vernon, and the Youth Community Outreach Program of Mount Vernon. An overwhelming success, the Christmas Experience was able to donate \$61,000 total this year to the three organizations.

"This is year two that American Christmas has demonstrated its commitment to social responsibility by donating the proceeds from its 2023 Holiday Lane interactive experience to Youth-Community Outreach Program (Y-Cop), Northeast STEAM Starter Academy (NSSA) and the Mount Vernon Boys & Girls Club," said Mount Vernon Mayor Shawyn Patterson-Howard. "You can't fake generosity, and when businesses such as American Christmas consistently show up it's the young people and the Mount Vernon community at large that benefits."

ADVERTISEMENT

**SEE ALSO: [Take Home A Piece Of Christmas History From Where It Was Created](#)**

Unlike the Christmas gifts found under the tree in December, these gifts will keep giving.

"The kindness, generosity, and commitment reflected in the willingness of Dan and American Christmas to stand with and for our children will empower them to achieve better life and educational outcomes," Gerald Dennis, Founder, Executive Director, Northeast STEM Starter Academy of Mt. Vernon, said. "Having given for a consecutive second year further deepens a commitment that will make an immeasurable difference for the many students who will benefit through their participation in our STEM educational programs. The NSSA at Mt. Vernon thanks Dan and his team for their caring leadership."

**SEE ALSO: [United Way & American Christmas Spread A Special Kind Of Holiday Cheer](#)**

Likewise, the hefty donation will allow programs like the Youth Community Outreach Program to pay it forward.

"Y-COP is grateful to American Christmas for supporting our programs for a second consecutive year! This generous donation allows Y-COP the opportunity to better serve the youth and meet the needs of the community," Henry Wilson, Executive Director of YCOP of Mt. Vernon, stated. "Also, the Y-COP youth were very excited to tour the American Christmas showcase during the holiday season."

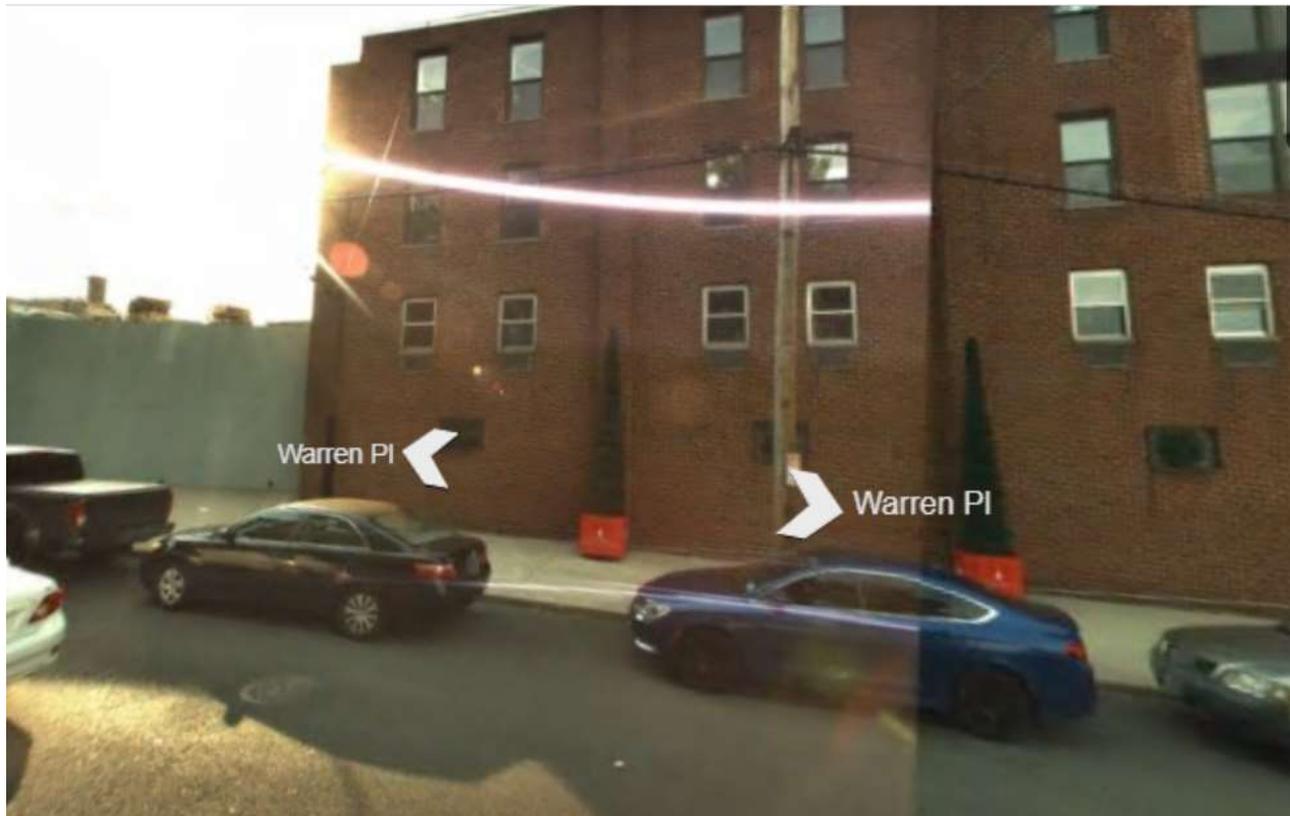
Thanks to the American Christmas "Christmas Experience," more than just those who delighted at the behind-the-scenes tour are convinced that there very much is such a thing as Santa Claus.

ADVERTISEMENT

"For the second year Boys & Girls Club of Mount Vernon will benefit from a powerful collaboration between Government, For Profit, and Not for Profit sectors. The youth of Mount Vernon are the ultimate beneficiaries when collaboration works," Melvin Campos, CEO of The Mount Vernon Boys & Girls Club, said.

*More information about American Christmas can be found [here](#).*









# 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 -700

**Agenda Date:** 7/10/2024

**Agenda #:** 34.

### City Council:

### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A ONE-YEAR AGREEMENT WITH CENTRALSQUARE FOR SOFTWARE LICENSING AND MAINTENANCE**

**Whereas**, by letter dated August 7, 2024, the Commissioner of the Department of Public Safety has requested legislation for the Mayor to enter into a one-year agreement with CentralSquare for the renewal of the software licensing and maintenance agreement for the 'Impact' CAD and RMS systems; and

**Whereas**, the Department of Public Safety has utilized the 'Impact' CAD (Computer Aided Dispatch) and RMS (Records Management System) software from CentralSquare since 2015 to manage its 911 call intake, coordination, and records management functions; and

**Whereas**, the software licensing and maintenance agreement with CentralSquare expired on March 1, 2024, and there is a need to renew this agreement for a period of one year to ensure continued functionality and support; and

**Whereas**, the Department of Public Safety anticipates transitioning to a new CAD and RMS software system provided by Tyler Technology and does not expect to extend this contract beyond February 2025; and

**Whereas**, the Honorable Council, on April 24, 2024, approved an ordinance updating the City of Mount Vernon's Procurement procedures, which includes an exemption for professional services requiring special or technical skills, such as customized computer software, as outlined in Section 6, subsection A, sub-subsection b(ix); and

**Whereas**, the cost for this contract renewal will be \$160,374.49, which will be satisfied from Budget Line A3120.416 (Computerization/Technology Upgrades); **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 hereby authorizes the Mayor to enter into a one-year agreement with CentralSquare for the renewal of the software licensing and maintenance agreement for the 'Impact' CAD and RMS systems.

**Section 2. Term.** The contract term shall be from March 1, 2024, to February 28, 2025.

**Section 3. Cost.** The total cost of the contract renewal is \$160,374.49, to be paid from Budget Line A3120.416 (Computerization/Technology Upgrades).

**Section 4. Exemption.** Pursuant to the City of Mount Vernon's Procurement procedures, this contract is exempt from the competitive procurement process due to its nature as a professional service requiring special or technical skills and involving customized software.

**Section 5. Definitions.**

- **Department of Public Safety:** The City department responsible for maintaining public safety through effective management of emergency services.
- **CentralSquare:** The software provider for the 'Impact' CAD and RMS systems used by the Department of Public Safety.
- **CAD (Computer Aided Dispatch):** A system used to manage and coordinate emergency calls and dispatch services.
- **RMS (Records Management System):** A system used to manage and store records and data related to public safety operations.

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

TMP-700



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

**DAVID GIBSON**  
POLICE COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

August 7, 2024

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

**RE: Request Authorizing the Mayor to Re-new an Agreement with CentralSquare for CAD and RMS Software – One Year FOR APPROVAL at the August 14<sup>th</sup>, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

This Department of Public Safety requests the Honorable Members of the City Council to approve legislation authorizing the Mayor to enter into a one-year agreement with **CentralSquare** to re-new the department’s expired software licensing and maintenance agreement.

CentralSquare is the manufacturer of ‘Impact’ CAD (Computer Aided Dispatch) and RMS (Records Management System). The Department of Public Safety has used this software since 2015 to host its Computer Aided Dispatch (911 call intake and coordination) and Records Management System. The contract with CentralSquare expired on March 1, 2024, with the hope that we would be able to transition to a new CAD and RMS software system.

The period coverage of this **12-month contract is March 1, 2024, to February 28, 2025**. It is not anticipated that this contract will need to be extended beyond February 2025 once we transition fully over to the Tyler Technology system.

On April 24, 2024, the Honorable Council did approve an ordinance updating the City of Mount Vernon’s Procurement procedures. Section 6, titled ‘Items Excepted from these Policies and Procedures by the City Council’, subsection A, titled ‘Professional services or services requiring special or technical skill, training or expertise’, sub-subsection *b(ix)* allows for an exemption to the solicitation of alternate proposals or quotations to competitive procurement procedures, in that

CC: Mayor  
Comptroller  
Law Department

the subsection states '*Computer software or programming services for customized program or services involved in substantial modification and customizing of prepackaged software*'. As a result, the customized software that the Department is already utilizing is only available from CentralSquare therefore it is *exempt* from the request for proposal process as it cannot be bought 'off the shelf'.

The cost for this contract renewal will be **\$160,374.49** which will be satisfied from **Budget Line A3120.416 (Computerization/Technology Upgrades)**

If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Gibson', written over a horizontal dotted line.

David Gibson

Commissioner of Public Safety

CC: Mayor  
Comptroller  
Law Department



# 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 -794

Agenda Date: 8/14/2024

Agenda #: 35.

### City Council:

### AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS BETWEEN BUDGET LINES FUNDED BY THE POLICE DEPARTMENT AND THE PARKING BUREAU

**Whereas**, by letter dated August 5, 2024, the Commissioner of the Department of Public Safety has requested legislation authorizing the transfer of \$75,000.00 from Budget Line A1130.203 (Parking Bureau Equipment) to Budget Line A3120.203 (Police Dept Equipment) to facilitate the acquisition and repair of necessary equipment for the Department of Public Safety; and

**Whereas**, the City of Mount Vernon has determined a need for the transfer of funds to facilitate upcoming equipment purchases for the Department of Public Safety; and

**Whereas**, a review has concluded that \$75,000.00 must be transferred from Budget Line A1130.203 (Parking Bureau Equipment) to Budget Line A3120.203 (Police Dept Equipment); and

**Whereas**, the funds will be utilized to cover the purchase of essential equipment, including the Motorola Solutions Radio System, the Emergency Service Unit, and repairs to the current radio system, enhancing the operational capabilities of the Department of Public Safety; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization of Funds Transfer.** The City Council authorizes the transfer of \$75,000.00 from Budget Line A1130.203 (Parking Bureau Equipment) to Budget Line A3120.203 (Police Dept Equipment) to facilitate acquiring and repairing necessary equipment for the Department of Public Safety.

**Section 2. Implementation.** The Department of Finance is directed to make the necessary accounting adjustments to effectuate the transfer as specified in Section 1, ensuring compliance with all applicable financial regulations and policies.

**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

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

August 5, 2024

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

**RE: Request to Transfer Funds between Budget Lines FOR APPROVAL at the August 14th, 2024  
CITY COUNCIL MEETING**

Honorable Councilmembers:

This letter respectfully requests the Honorable Members of the City Council to approve legislation authorizing the transfer of funds between budget lines funded between the Police Dept and the Parking Bureau.

Due to further review, it has been determined that **\$ 75,000.00** will need to be transferred from Budget Line **A1130.203** (Parking Bureau Equipment) to Budget Line **A3120.203** (Police Dept Equipment) to cover upcoming equipment purchases for the Department of Public Safety. This equipment includes the Motorola Solutions Radio System, Emergency Service Unit and repairs to the current radio system.

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  
Comptroller  
Law Department



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
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**File #:** TMP -763

**Agenda Date:** 8/14/2024

**Agenda #:** 36.

### City Council:

#### **AN ORDINANCE RETROACTIVELY AUTHORIZING A ONE-YEAR LEAVE OF ABSENCE FOR COMPUTER CONSOLE OPERATOR, DEANNA ALGIERI**

**Whereas**, by letter dated July 30, 2024, the Commissioner for the Department of Public Safety has requested legislation retroactively authorizing a one-year leave of absence for Deanna Algieri, Computer Console Operator, to serve as a Civil Service Crime Analyst within the Department of Public Safety; and

**Whereas**, Deanna Algieri, a Computer Console Operator, has requested a one-year leave of absence to assume the Civil Service position of Crime Analyst within the Department of Public Safety; and

**Whereas**, the City Council passed increased funding for the Crime Analyst position at the meeting held on June 26, 2024; and

**Whereas**, it is in the best interest of the City of Mount Vernon to support the professional development and career advancement of its employees; and

**Whereas**, the leave of absence, if approved, will be retroactively effective as of July 1, 2024;  
**Now, Therefore, Be It Resolved That**

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

**Section 1. Approval of Leave of Absence.** The City Council retroactively approves a one-year leave of absence for Deanna Algieri, Computer Console Operator, to serve as a Civil Service Crime Analyst within the Department of Public Safety.

**Section 2. Effective Date.** The leave of absence shall be retroactively effective as of July 1, 2024.

**Section 3. Terms and Conditions.** Deanna Algieri shall retain all rights and privileges associated with her current position as Computer Console Operator during the leave of absence period, consistent with the applicable laws and regulations governing such employment actions.

**Section 4. Reinstatement.** Upon completion of the one-year leave of absence, Deanna Algieri shall have the right to return to her position as Computer Console Operator or a comparable position within the City of Mount Vernon, subject to the availability of such positions and in accordance with Civil Service regulations.

**Section 5. Effective Date.** This ordinance shall take effect immediately upon its passage and approval by the City Council.



**DEPARTMENT OF PUBLIC SAFETY**

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

**DAVID GIBSON**  
COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

July 30, 2024

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

**RE: Leave of Absence Request (Deanna Algieri) FOR APPROVAL at the  
August 14th, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

This letter respectfully requests the Honorable Members of the City Council to approve a resolution for a **ONE YEAR LEAVE OF ABSENCE** for Computer Console Operator, Deanna Algieri. Ms. Algieri will be working in the Civil Service position of Crime Analyst within the Department of Public Safety.

If approved, the leave of absence will be retroactively **effective starting July 1, 2024** being that City Council passed the approval of the increased funding for this Crime Analyst position at the June 26, 2024 meeting.

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  
Comptroller  
Law Department



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
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**File #:** TMP -764

**Agenda Date:** 8/14/2024

**Agenda #:** 37.

### City Council:

### **AN ORDINANCE AUTHORIZING THE USE OF FUNDS FROM THE STATE OF NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES, LAW ENFORCEMENT TECHNOLOGY GRANT FOR THE PURCHASE OF LICENSE PLATE READER CAMERAS AND RELATED TECHNOLOGY**

**Whereas**, by letter dated July 25, 2024, the Commissioner for the Department of Public Safety has requested legislation authorizing the use of \$803,488.00 from the State of New York State Division of Criminal Justice Services Law Enforcement Technology Grant to purchase the specified technology package from Motorola Solutions Inc., as detailed in this ordinance; and

**Whereas**, the Department of Public Safety has identified a need to enhance citywide law enforcement capabilities through the deployment of advanced technology; and

**Whereas**, the State of New York State Division of Criminal Justice Services has provided a Law Enforcement Technology Grant (LETECH) for \$1,028,565.00, which has been allocated to budget line A3120.203 (Equipment); and

**Whereas**, the City Council approved the acceptance of this grant on June 12, 2024, and the Board of Estimate approved it on June 17, 2024; and

**Whereas**, the Department of Public Safety requests authorization to utilize \$803,488.00 of these funds to purchase a comprehensive technology package to enhance public safety and investigative capabilities; and

**Whereas**, the purchase includes the following items:

<b>Item</b>	<b>Description</b>	<b>Price</b>
Motorola LPR Package	39 fixed license plate reader cameras, software, equipment, and installation	\$549,395.00
Command Center AWARE/Investigate Package	2-year software package	\$249,173.00
Callyo	Motorola app-based software for investigations and evidence collection	\$4,920.00
<b>Grand Total:</b>		<b>\$803,488.00</b>

**Whereas**, the Command Central AWARE room will allow the police department to connect, view, and control real-time camera feeds from across the city and interface with patrol units to provide visual scene access; and

**Whereas**, Motorola Solutions Inc. is the vendor providing the labor and materials under NYS contract # PT68722, thereby eliminating the need for competitive bidding as per the City of Mount Vernon Procurement Policy adopted on April 24, 2024; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization of Funds.** The City Council authorizes \$803,488.00 from the State of New York State Division of Criminal Justice Services Law Enforcement Technology Grant to purchase the specified technology package from Motorola Solutions Inc., as detailed in this ordinance.

**Section 2. Procurement and Budget.** The \$803,488.00 expenditure will be applied to Budget Code A3120.203 (Equipment) in accordance with the terms of the LETECH grant and the City of Mount Vernon Procurement Policy.

**Section 3. Implementation.** The Department of Public Safety is authorized to proceed with acquiring and installing the specified technology items to enhance the city's law enforcement capabilities.

**Section 4. Effective Date.** This ordinance shall take effect 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**  
POLICE COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

July 25, 2024

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

**RE: NYS DCJS – Law Enforcement Technology (LETECH) Grant Request for Use (Motorola Solutions) for APPROVAL at the August 14th, 2024 City Council Meeting**

Honorable Councilmembers:

The Department of Public Safety requests that the City Council approve a resolution for the approval to use funds from the State of New York State Division of Criminal Justice Services Law Enforcement Technology Grant (LETECH) in the amount of **\$ 803,488.00** to be used towards the purchase of license plate reader (LPR) cameras citywide along with the LPR hardware, AWARE Investigate Software package and Callyo app for interfacing with the Command Central AWARE room located within police headquarters.

Item	Description	Price
Motorola LPR Package	39 fixed license plate reader cameras, software, equipment and installation	\$ 549,395.00
Command Center AWARE/Investigate Package	2 Year software package	\$ 249,173.00
Callyo	Motorola app based software for investigations and collection of evidence	\$ 4,920.00
		<b>Grand Total: \$ 803,488.00</b>

The Command Central AWARE room will enable the police department to connect, view and control real time camera feeds from across the city and share intel within seconds. The AWARE room will be able to interface with patrol units throughout and allow those units visual access of scenes.

CC: Mayor  
Comptroller  
Law Department

The City Council approved the acceptance of the LETECH grant on June 12, 2024, and the Board of Estimate approved the acceptance on June 17, 2024. The grant total is \$1,028,565.00 and was applied to budget line A3120.203 (Equipment).

The company providing the labor and materials is **Motorola Solutions Inc** and is under **NYS contract # PT68722**, therefore foregoing the need of competitive bidding requirements as written in the City of Mount Vernon Procurement Policy adopted April 24, 2024.

The cost of **\$ 803,488.00** will be satisfied with **Budget Code A3120.203** (Equipment). If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Sincerely,

A handwritten signature in black ink, appearing to read "David Gibson". The signature is written in a cursive style with a large initial "D".

David Gibson  
Commissioner of Public Safety



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
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**File #:** TMP -765

**Agenda Date:** 8/14/2024

**Agenda #:** 38.

### City Council:

**AN ORDINANCE AUTHORIZING THE USE  
OF FUNDS FROM THE STATE OF NEW YORK  
STATE DIVISION OF CRIMINAL JUSTICE  
SERVICES LAW ENFORCEMENT TECHNOLOGY  
GRANT FOR THE CONSTRUCTION OF THE  
COMMAND CENTRAL AWARE ROOM**

**Whereas**, by letter dated July 25, 2024, the Commissioner of the Department of Public Safety has requested legislation authorizing the use of \$220,576.98 from the State of New York State Division of Criminal Justice Services Law Enforcement Technology Grant to purchase supplies, equipment, and labor necessary for the construction of the Command Central AWARE room at police headquarters; and

**Whereas**, the Department of Public Safety has identified the need for a Command Central AWARE room to enhance the capabilities of the Mount Vernon Police Department in monitoring and controlling real-time camera feeds across the city; and

**Whereas**, the State of New York State Division of Criminal Justice Services has provided a Law Enforcement Technology Grant (LETECH) in the total amount of \$1,028,565.00, which has been allocated to Budget Line A3120.203 (Equipment); and

**Whereas**, the City Council approved the acceptance of this grant on June 12, 2024, and the Board of Estimate approved it on June 17, 2024; and

**Whereas**, the Department of Public Safety requests authorization to utilize \$220,576.98 of these funds to purchase supplies, equipment, and labor necessary for the construction of the Command Central AWARE room within police headquarters; and

**Whereas**, the construction of the AWARE room will enable the police department to connect, view, and control real-time camera feeds citywide and interface with patrol units for enhanced situational awareness; and

**Whereas**, Electronic Systems Solutions, Inc. (ESS) will provide the labor and materials under NYS contract # PT68793, eliminating the need for competitive bidding as per the City of Mount Vernon Procurement Policy adopted on April 24, 2024; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization of Funds.** The City Council authorizes the use of \$220,576.98 from the State of New York State Division of Criminal Justice Services Law Enforcement Technology Grant to purchase supplies, equipment, and labor necessary for the construction of the Command

Central AWARE room at police headquarters.

**Section 2. Procurement and Budget.** The \$220,576.98 expenditure will be applied to Budget Code A3120.203 (Equipment) in accordance with the terms of the LETECH grant and the City of Mount Vernon Procurement Policy.

**Section 3. Implementation.** The Department of Public Safety is authorized to proceed with acquiring necessary supplies, equipment, and labor from Electronic Systems Solutions, Inc. (ESS) for the construction of the Command Central AWARE room.

**Section 4. Effective Date.** This ordinance shall take effect 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**  
POLICE COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

July 25, 2024

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

**RE: NYS DCJS – Law Enforcement Technology (LETECH) Grant Request for Use (Electronic Systems Solutions Inc) for APPROVAL at the August 14th, 2024 City Council Meeting**

Honorable Councilmembers:

The Department of Public Safety requests that the City Council approve a resolution for the approval to use funds from the State of New York State Division of Criminal Justice Services Law Enforcement Technology Grant (LETECH) in the amount of **\$ 220, 576.98** to be used towards the purchase of supplies, equipment and labor to begin the construction of the Command Central AWARE room located within police headquarters.

The Command Central AWARE room will enable the police department to connect, view and control real time camera feeds from across the city and share intel within seconds. The AWARE room will be able to interface with patrol units throughout and allow those units visual access of scenes.

The City Council approved the acceptance of the LETECH grant on June 12, 2024, and the Board of Estimate approved the acceptance on June 17, 2024. The grant total is \$ 1,028,565.00 and was applied to budget line A3120.203 (Equipment).

The company providing the labor and materials is **Electronic Systems Solutions, Inc (ESS)** and is under **NYS contract # PT68793**, therefore foregoing the need of competitive bidding requirements as written in the City of Mount Vernon Procurement Policy adopted April 24, 2024.

CC: Mayor  
Comptroller  
Law Department

The cost of \$ 220, 576.98 will be satisfied from **Budget Code A3120.203** (Equipment). If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Sincerely,

  
David Gibson  
Commissioner of Public Safety



# 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 -766

**Agenda Date:** 8/14/2024

**Agenda #:** 39.

### City Council:

### **AN ORDINANCE AUTHORIZING THE PURCHASE OF ESSENTIAL EQUIPMENT FOR THE EMERGENCY SERVICE UNIT (ESU) OF THE DEPARTMENT OF PUBLIC SAFETY**

**Whereas**, by letter dated July 25, 2024, the Commissioner for the Department of Public Safety has requested legislation authorizing the Department of Public Safety to purchase the Jaws of Life Cutter and the Jaws of Life Spreader from Atlantic Diving Supplies Inc. (ADS) at a total cost of \$28,994.54; and

**Whereas**, the Department of Public Safety has identified the need for new essential equipment for the Emergency Service Unit (ESU) to enhance response capabilities during vehicular accidents, crime scenes, and urgent rescue events; and

**Whereas**, the equipment to be purchased includes the Jaws of Life Cutter and the Jaws of Life Spreader, which are critical for life-saving operations; and

**Whereas**, the total cost for these two pieces of equipment is \$28,994.54, as detailed below:

Item Name	Description	Price
Jaws of Life Cutter	S789 E3 Cutter, includes two (2) 9Ah batteries and one (1) 110 Volt Charger	\$13,848.18
Jaws of Life Spreader	SP555 E3 Spreader, includes two (2) 9Ah batteries and one (1) 110 Volt Charger	\$15,146.36
	<b>Total Cost:</b>	<b>\$28,994.54</b>

**Whereas**, the company providing the equipment is Atlantic Diving Supplies Inc. (ADS), under NYS contract #PC69011, which allows for procurement without competitive bidding as per the City of Mount Vernon Procurement Policy adopted April 24, 2024; and

**Whereas**, this acquisition is necessary to ensure the ESU is equipped with the latest and most effective tools to carry out its mission of public safety and emergency response; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization of Purchase.** The City Council authorizes the Department of Public Safety to purchase the Jaws of Life Cutter and the Jaws of Life Spreader from Atlantic Diving Supplies Inc. (ADS) at \$28,994.54.

**Section 2. Implementation and Execution.** The Department of Public Safety is authorized

to execute all necessary actions to complete this purchase and ensure the timely delivery and deployment of the equipment.

**Section 3. Compliance with Procurement Policy.** This purchase complies with the City of Mount Vernon Procurement Policy, as the equipment is being acquired under NYS contract #PC69011, thereby exempting it from competitive bidding requirements.

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



**DEPARTMENT OF PUBLIC SAFETY**  
**BUREAU OF POLICE**  
 ROOSEVELT SQUARE  
 MOUNT VERNON, NY 10550  
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**DAVID GIBSON**  
 COMMISSIONER

**JENNIFER LACKARD**  
 DEPUTY COMMISSIONER

**MARCEL OLIFIERS**  
 CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
 MAYOR

July 25, 2024

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

**RE: Request to purchase Emergency Service Unit (ESU) Equipment FOR APPROVAL at the  
 August 14th, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

The Department of Public Safety requests that the City Council approve a resolution approving the purchase of two new essential pieces of equipment for the Emergency Service Unit (ESU) in the amount of **\$ 28,994.54**. The equipment and prices are as follows:

Item Name	Description	Price
Jaws of Life Cutter	S789 E3 Cutter. Includes 2 9Ah batteries and 110Volt Charger	\$ 13,848.18
Jaws of Life Spreader	SP555 E3 Spreader. Includes 2 9Ah batteries and 1 110Volt Charger	\$ 15,146.36
		<b>Total Price: \$ 28,994.54</b>

This life saving equipment is necessary when members of ESU are called to vehicular accidents, crime scenes needing extraction and urgent rescue events.

The company providing the equipment is **Atlantic Diving Supplies Inc (ADS)** and is under **NYS contract # PC69011**, therefore foregoing the need of competitive bidding requirements as written in the City of Mount Vernon Procurement Policy adopted April 24, 2024.

CC: Mayor  
 Comptroller  
 Law Department

The cost of \$ 28,994.54 will be satisfied from **Budget Code A3120.203** (Equipment). If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Sincerely,

A handwritten signature in black ink that reads "David Gibson". The signature is written in a cursive style with a large, prominent initial "D".

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  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

File #: TMP -767

Agenda Date: 8/14/2024

Agenda #: 40.

### City Council:

**AN ORDINANCE AUTHORIZING ATTENDANCE  
OF DEPARTMENT OF PUBLIC SAFETY MEMBERS  
AT THE 2024 INTERNATIONAL ASSOCIATION  
OF CHIEFS OF POLICE (IACP) CONFERENCE  
(October 18, 2024, to October 22, 2024)**

**Whereas**, by letter dated July 18, 2024, the Commissioner for the Department of Public Safety has requested legislation authorizing the Commissioner, Chief, and a Lieutenant from the Department of Public Safety to attend the 2024 International Association of Chiefs of Police (IACP) Conference in Boston, MA, from October 18, 2024, to October 22, 2024; and

**Whereas**, the Department of Public Safety recognizes the importance of continuous education and professional development for its leadership team to enhance their skills and knowledge in law enforcement; and

**Whereas**, the IACP Conference represents the largest and most significant event for law enforcement professionals, offering opportunities to learn new techniques and improve overall effectiveness; and

**Whereas**, the Commissioner, Chief, and a Lieutenant from the Department of Public Safety are invited to attend this conference to gain valuable insights and engage with law enforcement leaders from around the world; and

**Whereas**, the total cost for the attendance of these three members, including conference registration, hotel accommodations, ground transportation (gas and tolls), and meals, is not to exceed \$10,000.00, and will be covered by Budget Line #A3120.451 (Training); **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization for Attendance.** The City Council hereby authorizes the Commissioner, Chief, and a Lieutenant from the Department of Public Safety to attend the 2024 International Association of Chiefs of Police Conference in Boston, MA, from October 18, 2024, to October 22, 2024.

**Section 2. Financial Provisions.** The total cost for participation in this conference, including all necessary expenses such as conference registration, hotel accommodations, ground transportation (gas and tolls), and meals, shall not exceed \$10,000.00 and will be paid from Budget Line #A3120.451 (Training).

**Section 3. Implementation and Execution.** The Department of Public Safety is authorized to execute all necessary arrangements for attendance, ensuring the process is carried out efficiently and within the approved budget.

**Section 4. Compliance with City Policies.** Attendance and expenses shall comply with all applicable city policies and procedures regarding travel and training for city personnel.

**Section 5. Effective Date.** This ordinance shall take effect 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**  
POLICE COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

July 18, 2024

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

**RE: 2024 IACP Conference FOR APPROVAL at the  
August 14th, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

The Department of Public Safety requests that the City Council approve an ordinance approving the Commissioner, Chief and a Lieutenant (three members) from the Department of Public Safety to attend the 2024 **International Association of Chiefs of Police Conference** taking place at the Boston Convention & Exhibitions Center at 415 Summit Street in Boston, MA from **October 18, 2024 to October 22, 2024**.

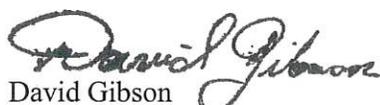
This conference is the largest and most important law enforcement event that showcases new techniques and advances officers' knowledge for ongoing success.

The total cost for these three Members to attend **should not exceed \$10,000.00 (conference registration, hotel accommodations, ground transportation-gas/tolls and meals)** and will be satisfied from **Budget Line #A3120.451 (Training)**.

Please access link to conference information here: [2024 IACP Conference Boston](#)

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  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -768

**Agenda Date:** 8/14/2024

**Agenda #:** 41.

### City Council:

**AN ORDINANCE AUTHORIZING ATTENDANCE  
OF DEPARTMENT OF PUBLIC SAFETY MEMBERS AT  
THE 2024 DIVISION OF CRIMINAL JUSTICE SERVICES  
(DCJS) ANNUAL PUBLIC SAFETY SYMPOSIUM**

(September 17, 2024, to September 20, 2024)

**Whereas**, by letter dated July 18, 2024, the Commissioner for the Department of Public Safety has requested legislation authorizing the Commissioner, Lieutenant, and Sergeant from the Department of Public Safety to attend the 2024 Division of Criminal Justice Services (DCJS) Annual Public Safety Symposium in Albany, NY, from September 17, 2024, to September 20, 2024; and

**Whereas**, the Department of Public Safety recognizes the importance of continuous education and professional development for its leadership team to enhance their skills and knowledge in public safety and criminal justice; and

**Whereas**, the 2024 Division of Criminal Justice Services Annual Public Safety Symposium offers valuable insights into new public safety initiatives, evidence-based violence reduction practices, and other contemporary criminal justice topics; and

**Whereas**, the Commissioner, Lieutenant, and Sergeant from the Department of Public Safety are invited to attend this symposium to gain valuable insights and engage with public safety leaders from around the state; and

**Whereas**, the total cost for the attendance of these three members, including hotel accommodations, ground transportation (gas and tolls), and meals, is not to exceed \$5,000.00, and will be covered by Budget Line #A3120.451 (Training); **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization for Attendance.** The City Council authorizes the Commissioner, Lieutenant, and Sergeant from the Department of Public Safety to attend the 2024 Division of Criminal Justice Services (DCJS) Annual Public Safety Symposium in Albany, NY, from September 17, 2024, to September 20, 2024.

**Section 2. Financial Provisions.** The total cost for participation in this symposium, including all necessary expenses such as hotel accommodations, ground transportation (gas and tolls), and meals, shall not exceed \$5,000.00 and will be paid from Budget Line #A3120.451 (Training).

**Section 3. Implementation and Execution.** The Department of Public Safety is authorized to execute all necessary arrangements for attendance, ensuring the process is carried out efficiently and within the approved budget.

**Section 4. Compliance with City Policies.** Attendance and expenses shall comply with all applicable city policies and procedures regarding travel and training for city personnel.

**Section 5. Effective Date.** This ordinance shall take effect 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

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

July 18, 2024

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

**RE: 2024 DCJS Public Safety Symposium Conference FOR APPROVAL at the  
August 14th, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

The Department of Public Safety requests that the City Council approve an ordinance approving the Commissioner, Lieutenant and Sergeant (three members) from the Department of Public Safety to attend the 2024 **Division of Criminal Justice Services Annual Public Safety Symposium** taking place at the Empire State Plaza Convention Center in Albany, NY from **September 17, 2024 to September 20, 2024**.

This conference will allow attendees to learn about new public safety initiatives, evidence-based violence reduction practices and other contemporary criminal justice topics.

The total cost for three Members to attend **should not exceed \$5,000.00 (hotel accommodations, ground transportation-gas/tolls and meals)** and will be satisfied from **Budget Line #A3120.451 (Training)**.

Please access link to conference information here: [2024 DCJS Public Safety Symposium Albany, NY](#)

If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Sincerely,

David Gibson  
Commissioner of Public Safety



# 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 -771

Agenda Date: 8/14/2024

Agenda #: 42.

### City Council:

**AN ORDINANCE AMENDING ORDINANCE NO. 13,  
ADOPTED BY THE CITY COUNCIL ON JULY 10, 2024,  
ENTITLED “AN ORDINANCE AUTHORIZING THE  
TRANSFER OF FUNDS BETWEEN BUDGET LINES FUNDED  
THROUGH THE AMERICAN RESCUE PLAN ACT (ARPA)”**

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

Section 1. The first decretal paragraph, the last Whereas clause, and Section 3 of Ordinance No. 13, adopted by the City Council on July 10, 2024, entitled “AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS BETWEEN BUDGET LINES FUNDED THROUGH THE AMERICAN RESCUE PLAN ACT (ARPA)” is hereby amended as follows:

**Whereas**, by letter dated [June 19, 2024] July 26, 2024, the Commissioner of the Department of Public Safety has requested legislation amending Ordinance No. 13 adopted by the City Council on July 10, 2024 authorizing the transfer of [\$10,000.00] \$38,039.00 from Budget Line A3120.458ARP SDI-001 3.16 (Violence Prevention and Quality of Life Program Initiatives) to Budget Line A3120.203ARP SDI-001 3.16 (Violence Prevention and Quality of Life Equipment) to facilitate the purchase of 21 mobile computers for the Department of Public Safety; and

**Whereas**, the City of Mount Vernon has received funding through the American Rescue Plan Act (ARPA) to support various initiatives aimed at enhancing public safety and quality of life; and

**Whereas**, Budget Line A3120.458ARP SDI-001 3.16 was designated as the Violence Prevention and Quality of Life Program Initiatives Budget Line for the Department of Public Safety and funded with an amount of \$400,000; and

**Whereas**, Budget Line A3120.203ARP SDI-001 3.16 was designated as the Violence Prevention and Quality of Life Equipment Budget Line for the Department of Public Safety and funded with \$1,000,000; and

**Whereas**, the Department of Public Safety requires the purchase of 21 mobile computers to be placed within Department of Public Safety vehicles, at a total cost of \$147,039.00; and

**Whereas**, it is necessary to transfer funds in the amount of [\$10,000.00] \$38,039.00 from Budget Line A3120.458ARP SDI-001 3.16 to Budget Line A3120.203ARP SDI-001 3.16 to facilitate this purchase; **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 transfer of funds between budget lines funded through the American Rescue Plan Act (ARPA) to facilitate the purchase of mobile computers for the Department of Public Safety.

**Section 2. Definitions.** For the purposes of this ordinance, the following terms shall have the meanings indicated:

1. **“ARPA”:** American Rescue Plan Act, a federal funding initiative to support state and local government response to the COVID-19 pandemic and its economic impacts.

2. **“Budget Line A3120.458ARP SDI-001 3.16.”** The Violence Prevention and Quality of Life Program Initiatives Budget Line for the Department of Public Safety.

3. **“Budget Line A3120.203ARP SDI-001 3.16.”** The Violence Prevention and Quality of Life Equipment Budget Line for the Department of Public Safety.

4. **“Department of Public Safety”:** The City of Mount Vernon Department is responsible for public safety, including the police and fire departments.

5. **“Mobile Computers.”** Tablet-style computers are designed to be placed within public safety vehicles, enabling access to critical systems and data.

**Section 3. Authorization to Transfer Funds.** The City Council hereby authorizes the transfer of [~~\$10,000.00~~] \$38,039.00 from Budget Line A3120.458ARP SDI-001 3.16 (Violence Prevention and Quality of Life Program Initiatives) to Budget Line A3120.203ARP SDI-001 3.16 (Violence Prevention and Quality of Life Equipment) to facilitate the purchase of 21 mobile computers for the Department of Public Safety.

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

New Matter Underlined

Deleted Matter in Brackets [ ]



**DEPARTMENT OF PUBLIC SAFETY**

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

**DAVID GIBSON**  
COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

July 26, 2024

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

**RE: Amended Request to Transfer Funds between ARPA Budget Lines FOR APPROVAL at the August 14th, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

This letter respectfully requests the Honorable Members of the City Council to approve legislation authorizing the transfer of funds between budget lines funded through ARPA. This request is amending City Council item #13 from the July 10<sup>th</sup>, 2024 meeting. After further review it has been determined that the amount to be transferred between ARPA lines is **\$ 38,039.00** and NOT \$10,000.00 as previously requested.

A3120.458ARP SDI-001 3.16 was designated as the Violence Prevention and Quality of Life Program Initiatives Budget Line for the Department of Public Safety. It was funded in the amount of \$400,000.

A3120.203ARP SDI-001 3.16 was designated as the Violence Prevention and Quality of Life Equipment Budget Line for the Department of Public Safety. It was funded in the amount of \$1,000,000. This would be the appropriate budget line to use to purchase eligible equipment.

The Department of Public Safety would like to purchase 21 mobile computers to be placed within Department of Public Safety patrol vehicles. The total cost for the 21

CC: Mayor  
Comptroller  
Law Department

mobile computers will be \$147,039.00. This would entail the transfer of \$38,039.00 from A3120.458 ARP SDI-001 3.16 to A3120.203 ARP SDI-001 3.16.

If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Sincerely,

A handwritten signature in black ink that reads "David Gibson". The signature is written in a cursive style with a large, prominent initial "D".

David Gibson  
Commissioner of Public Safety



# 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 -773

Agenda Date: 8/14/2024

Agenda #: 43.

### AN ORDINANCE AUTHORIZING THE PERMANENT CLOSURE OF ROOSEVELT SQUARE NORTH TO NON-EMERGENCY VEHICLES AND THE ERECTION OF REGULATORY TRAFFIC SIGNS

**Whereas**, by letter dated July 25, 2024, the Commissioner for the Department of Public Safety has requested legislation authorizing the permanent closure of Roosevelt Square North between North 5th Avenue and North 6th Avenue to non-emergency vehicles; and

**Whereas**, the Department of Public Works has conducted a traffic analysis regarding the proposed closure of Roosevelt Square North between North 5th Avenue and North 6th Avenue; and

**Whereas**, the traffic analysis concluded that the street closure would have a minimal impact on traffic operating conditions; and

**Whereas**, the permanent closure of Roosevelt Square North to non-emergency vehicles will enhance public safety in front of the Mount Vernon Police Department; and

**Whereas**, it is necessary to install regulatory traffic signs to facilitate the new traffic pattern and ensure compliance; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization of Street Closure.** The City Council authorizes the permanent closure of Roosevelt Square North between North 5th Avenue and North 6th Avenue to non-emergency vehicles.

**Section 2. Traffic Sign Installation.** The Commissioner of Public Safety is hereby authorized to direct the installation of the following regulatory traffic signs:

Sign	Number of Signs:	Location of Sign:
<b>DO NOT ENTER</b>	Two (2)	North 5th Avenue and Stevens Avenue (northeast corner of the intersection AND traffic island in the middle of North 5th Avenue) - face of the sign must be visible to traffic facing north on North 5 <sup>th</sup> Avenue at Stevens Avenue

<b>NO RIGHT TURN (ARROW)</b>	One (1)	North 5th Avenue and Roosevelt Square North (northwest corner of intersection) - face of the sign must be visible to traffic facing south on North 5th Avenue at Roosevelt Square North
<b>LEFT TURN ONLY (ARROW)</b>	Two (2)	West Prospect Avenue and North 5th Avenue (northeast and southeast corners of intersection) face of the sign must be visible to traffic facing west on West Prospect Avenue at North 5th Avenue
<b>DO NOT ENTER <i>EMERGENCY VEHICLES ONLY</i></b>	Two (2)	Roosevelt Square North and North 5 <sup>th</sup> Avenue (northwest and southwest corners of intersection) - face of the sign must be visible to traffic facing west on West Prospect Avenue at North 5th Avenue
<b>NO STOPPING /STANDING/ PARKING - (arrows facing both directions)</b>	Three (3)	The northern sidewalk of Roosevelt Square North between North 5th Avenue and North 6th Avenue

**Section 3. Implementation.** The Commissioner of Public Safety shall oversee the implementation of the traffic signs as specified in Section 2.

**Section 4. Effective Date.** This ordinance shall take effect immediately upon passage and approval by the City Council.



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

**DAVID GIBSON**  
COMMISSIONER

**JENNIFER LACKARD**  
DEPUTY COMMISSIONER

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

July 19, 2024

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

**RE: Permanent Street Closure of Roosevelt Square North for the Mount Vernon Police Dept  
FOR APPROVAL at the August 14th, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

This letter respectfully requests the Honorable Members of the City Council to approve legislation authorizing the **permanent street closure of Roosevelt Square North between North 5<sup>th</sup> Avenue and North 6<sup>th</sup> Avenue (front of the Mount Vernon Police Department) to NON-EMERGENCY vehicles.**

The Dept of Public Works submitted a traffic analysis which concluded that the street closure will have minimal impact on traffic operating conditions. Therefore, pursuant to the authority vested in me by Section 256 of the Code of the City of Mount Vernon Charter, as Commissioner of Public Safety, I hereby direct the following regulatory traffic signs be erected:

**SIGN:**

**LOCATION:**

**DO NOT ENTER** (2 signs)

North 5<sup>th</sup> Avenue and Stevens Avenue (northeast corner of intersection AND traffic island in middle of North 5<sup>th</sup> Avenue) – face of sign visible to traffic facing north on North 5<sup>th</sup> Avenue at Stevens Avenue.

**NO RIGHT TURN (ARROW)** (1 sign)

North 5<sup>th</sup> Avenue and Roosevelt Square North (northwest corner of intersection) – face of sign visible to traffic facing south on North 5<sup>th</sup> Avenue at Roosevelt Square North

**LEFT TURN ONLY (ARROW)** (2 signs)

West Prospect Avenue and North 5<sup>th</sup> Avenue (northeast and southeast corners of intersection) – face of sign visible to traffic facing west on West Prospect Avenue at North 5<sup>th</sup> Avenue.

**DO NOT ENTER - EMERGENCY VEHICLES ONLY** (2 signs)

Roosevelt Square North and North 5<sup>th</sup> Avenue (northwest and southwest corners of intersection) – face of sign visible to traffic facing west on West Prospect Avenue at North 5<sup>th</sup> Avenue

**NO STOPPING/STANDING/PARKING (3 signs)**  
**(arrows facing both directions)**

The northern sidewalk of Roosevelt Square North between North 5<sup>th</sup> Avenue and North 6<sup>th</sup> Avenue

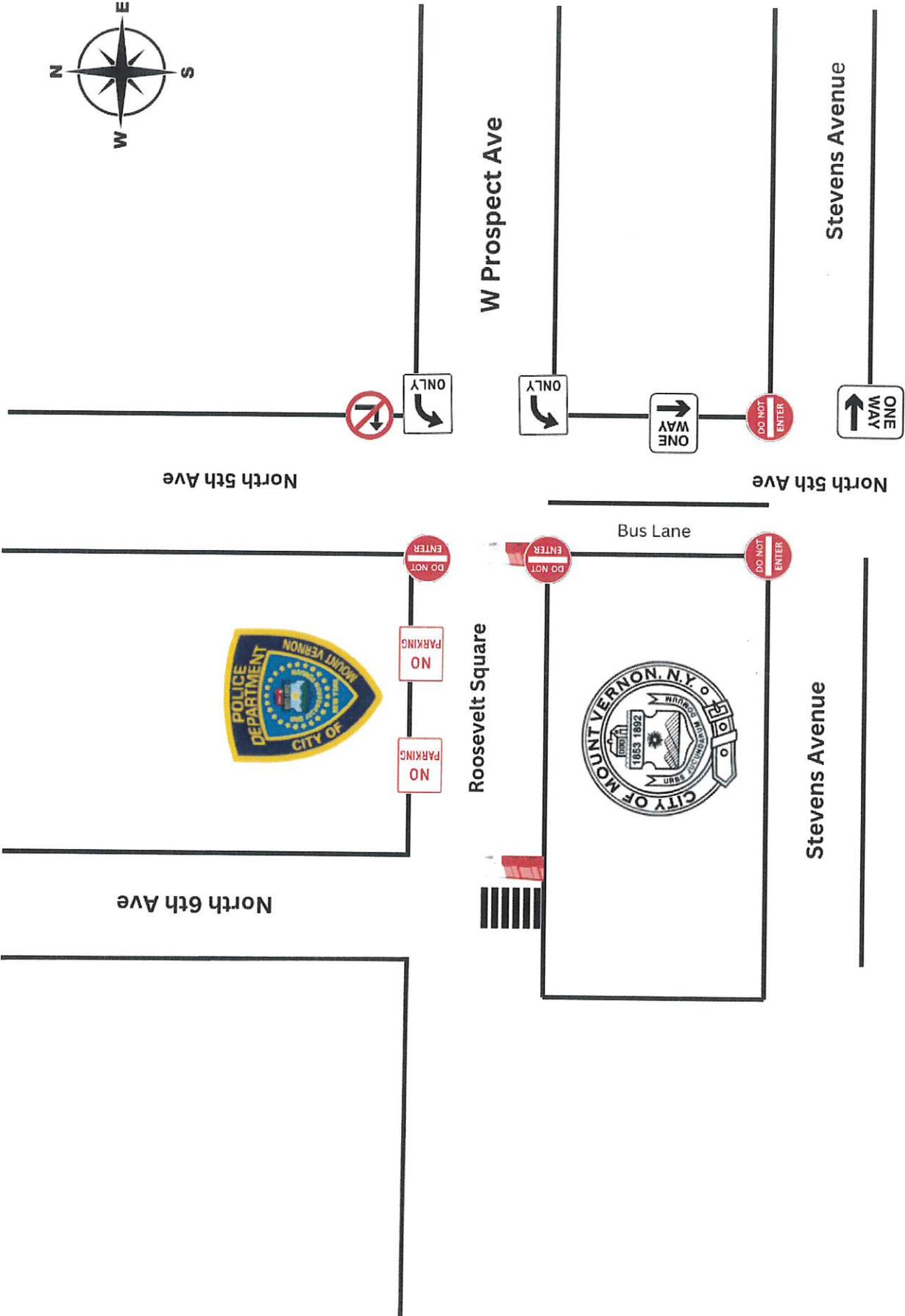
In pursuance to this directive, I kindly request the approval of your Honorable Body to enact legislation granting this approval.

Sincerely,



David Gibson  
Commissioner of Public Safety

cc: Mayor  
Department of Public Works  
Mount Vernon Parking Authority  
City of Mount Vernon Fire Department





# 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 -812

**Agenda Date:** 8/14/2024

**Agenda #:** 44.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH MOTOROLA SOLUTIONS INC. FOR THE PURCHASE OF A CITYWIDE CAMERA SURVEILLANCE SYSTEM**

**Whereas**, by letter dated August 7, 2024, the Commissioner of the Department of Public Safety has requested legislation authorizing the Mayor to enter into a contract with Motorola Solutions Inc. for the purchase of a citywide camera surveillance system, as detailed in the proposal; and

**Whereas**, the Department of Public Safety has identified the need for a citywide camera surveillance system to enhance public safety and improve law enforcement capabilities; and

**Whereas**, Motorola Solutions Inc. has proposed a solution comprising license plate recognition (LPR) cameras to assist with major thoroughfare patrols, foot patrols, crime pattern locations, and traffic stops, while providing real-time surveillance for faster case resolutions; and

**Whereas**, Motorola Solutions Inc. is under New York State contract #PT68722, eliminating the need for competitive bidding as per the City of Mount Vernon Procurement Policy adopted April 24, 2024; and

**Whereas**, the total cost for the purchase of the surveillance system is \$47,880.00, to be paid from Budget Line Bond Anticipated Notes (BANS) H1620.203.C948; **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 contract with Motorola Solutions Inc. for the purchase of a citywide camera surveillance system, as detailed in the proposal.

**Section 2. Contract Amount.** The total payment of \$47,880.00 for the services provided by Motorola Solutions Inc. shall be charged to Budget Line Bond Anticipated Notes (BANS) H1620.203.C948.

**Section 3. Procurement Policy Compliance.** Pursuant to the City of Mount Vernon Procurement Policy adopted April 24, 2024, the contract with Motorola Solutions Inc. is exempt from competitive bidding requirements due to its status under New York State contract #PT68722.

**Section 4. Definitions.**

- **Citywide Camera Surveillance System:** A network of cameras, including license plate recognition (LPR) cameras, installed across the city to enhance public safety and assist law enforcement.

- **License Plate Recognition (LPR) Cameras:** Cameras designed to capture and recognize vehicle license plates for the purpose of monitoring and managing traffic and law enforcement activities.

**Section 5. 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

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

August 7, 2024

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

**RE: Purchase of Citywide Cameras for the Dept of Public Safety  
FOR APPROVAL at the August 14th, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

The Department of Public Safety requests that the City Council approve a resolution for the Mayor to **enter into a contract for payment of \$ 47,880.00** with Motorola Solutions for the purchase of a citywide camera surveillance system.

The system is comprised of license plate recognition (LPR) cameras that will assist the Dept of Public Safety with major thoroughfare patrol, foot patrol, crime pattern locations as well as traffic stops. The cameras will also give real time surveillance that can speed up case closures.

The company providing the labor and materials is **Motorola Solutions Inc** and is under **NYS contract # PT68722**, therefore foregoing the need of competitive bidding requirements as written in the City of Mount Vernon Procurement Policy adopted April 24, 2024.

The payment of **\$ 47,880.00** will be satisfied from **Budget Line Bond Anticipated Notes (BANS) H1620.203.C948**.

CC: Mayor  
Comptroller  
Law Department

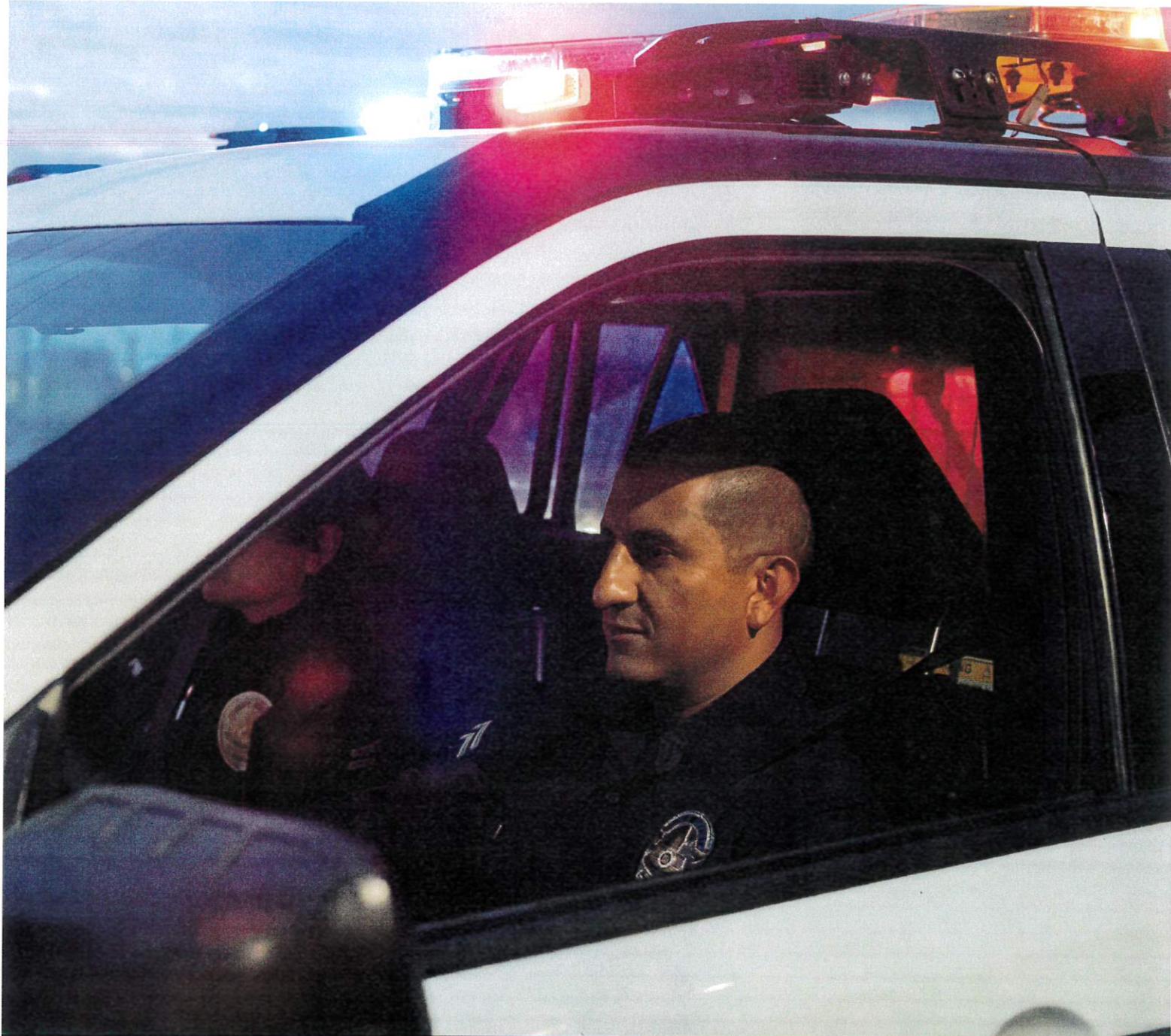
If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Gibson', written over a horizontal line.

David Gibson  
Commissioner of Public Safety

CC: Mayor  
Comptroller  
Law Department



# SELECTING THE RIGHT LICENSE PLATE RECOGNITION SOLUTION FOR YOUR AGENCY

A COMPREHENSIVE GUIDE TO BUILDING A SUCCESSFUL LPR PROGRAM



An indispensable law enforcement tool, License Plate Recognition (LPR) systems assist agencies with real-time threat detection and mitigation, while helping close all manner of criminal investigations faster.

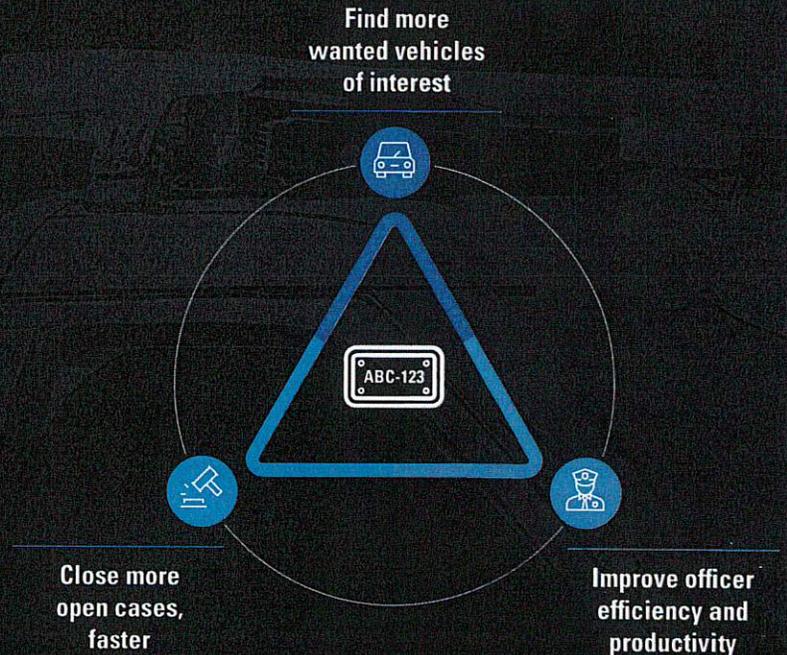
### HOW LPR SYSTEMS WORK

LPR solutions take photos of vehicles, then use Optical Character Recognition (OCR) algorithms to capture and parse license plate data, along with date, time and GPS coordinates. They can also integrate with other technologies to significantly expand their core functionality. For instance, LPR detections can trigger a real-time alert to improve situational awareness, be searched and analyzed for investigative insight, and be leveraged to automate processes such as traffic enforcement or access control.

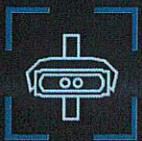
Using an LPR solution automates operations to increase officer efficiency and productivity, so officers spend less time on rote activities and more time in the community, keeping residents safe.

With a range of models from multiple vendors incorporating a variety of features, selecting the right solution for your agency can seem challenging. Partnering with an experienced vendor with LPR product expertise and law enforcement know-how will ensure regulatory compliance and program success, especially given the ever-changing laws and regulations governing LPR.

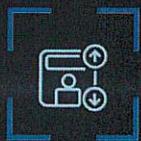
### WHY ADOPT LICENSE PLATE RECOGNITION?



### AVAILABLE LPR DEPLOYMENT OPTIONS



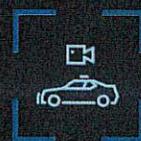
**FIXED**



**QUICK-DEPLOY**



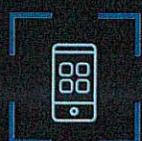
**VIDEO-BASED**



**MOBILE**



**IN-CAR  
INTEGRATED**



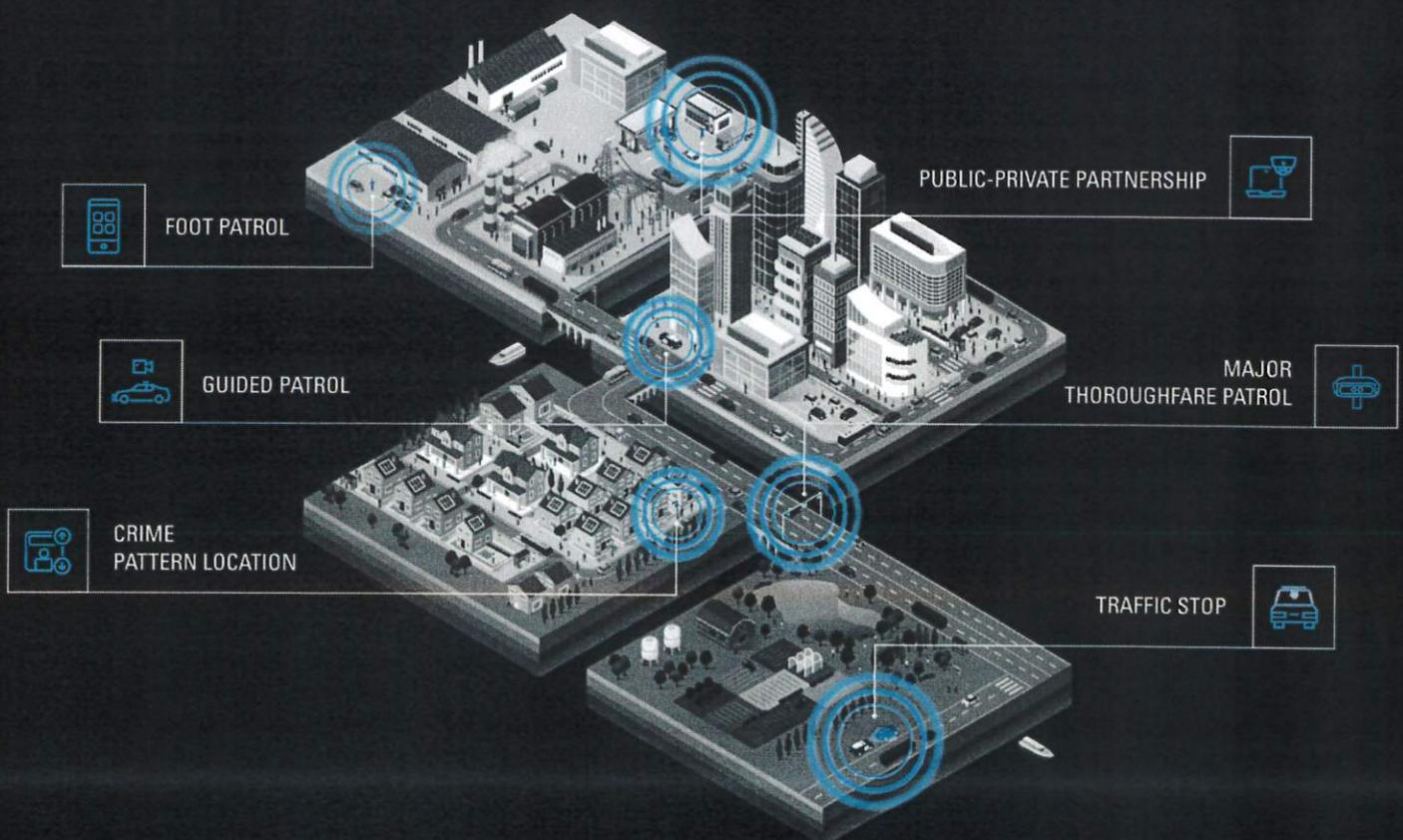
**APP-BASED**

This guide aims to serve as a starting point in helping you establish a successful LPR program. We've provided detailed descriptions and usage scenarios for each type of available camera system, along with guidance on supporting your system with back-end software.

# LPR CAMERAS: SYSTEM TYPES, DEPLOYMENT SCENARIOS, AND PURCHASING CONSIDERATIONS

Different situations require different types of LPR. Depending on your agency and community's needs, your LPR program will likely consist of several types of LPR cameras installed for capturing plates in various scenarios. These cameras should work together to provide you with accurate and actionable data, so that you can go from case to closure more quickly.

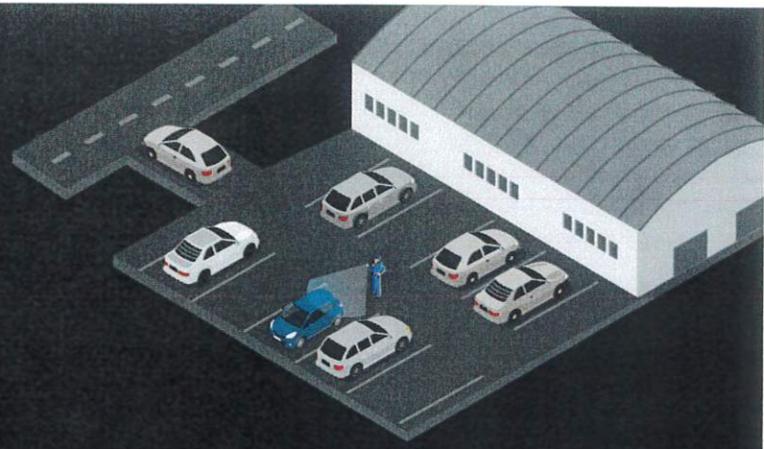
In addition to this guide, our [LPR-equipped virtual city](#) allows you to see how LPR can work together in a comprehensive video program.



VISIT THE LPR-EQUIPPED CITY:  
[namrinfo.motorolasolutions.com/lpr-solutions](http://namrinfo.motorolasolutions.com/lpr-solutions)



# APP-BASED



## DEPLOYMENT OVERVIEW

App-based LPR is convenient for license plate and vehicle data capture when a deployed camera doesn't have a clear line of sight to a plate. This type of LPR can also capture hot hit alerts, keeping officers informed even when they're away from their vehicle.

## DEPLOYMENT SCENARIOS

### INVESTIGATIONS

While on scene, canvassing nearby vehicles is essential in helping to locate potential witnesses. App-based LPR can aid in recording plate information and eliminate a hand-written, error-prone process; officers can simply walk or drive by and take a picture or video.

### FOOT PATROL

For officers on foot, app-based LPR is an essential tool for license plate and vehicle data capture. Using their mobile device, they can easily take a picture of a suspicious vehicle or use it during a field interview to document details of the interaction.

## KEY CONSIDERATIONS



### OPERATING SYSTEM

The ability to run an application on devices officers already rely on aids accessibility. It provides a familiar user experience, simplified management and overall efficiency of use.



### PLATE CAPTURE

A variety of data collection options, including scanning plates through streaming video or from a single image capture or upload, ensures officers productivity.



### HIT ALERTING

Beyond just capturing data, determine how your LPR app can ensure officers are informed of vehicles of interest so they can take appropriate action and stay safe.



### DATA SECURITY

Ensuring data is stored securely avoids questions around validity. Determine how it's stored, if it's accessible through other apps on the device, and how users are authorized.

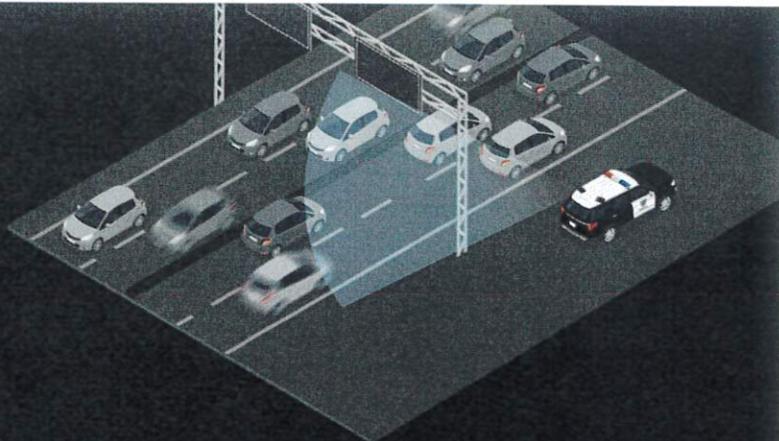
### KEY FUNCTIONALITY TO CONSIDER

- Available on Android or iOS
- Download from Google Play or Apple App Store
- Capture single license plate images
- Multi-plate capture via video
- Upload images from phone gallery
- Push notification alerting
- Data erased from device after closing app
- Segmented, isolated data storage
- User login with optional PIN method

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# MOBILE



## DEPLOYMENT OVERVIEW

A highly adopted system, mobile LPR involves between one and four cameras continuously scanning around the vehicle they're mounted on. Drivers can receive real-time alerts from within the car, typically through a software interface on a mobile computer or tablet device. These cameras are ideal for helping to keep officers safe and aware of threats, as well as guiding patrol efforts based on hot plate hits.

## DEPLOYMENT SCENARIOS

### TRAFFIC STOPS

Mobile LPR can be the first line of defense for officers during a traffic stop. With high-performance detection and immediate recognition, officers are alerted to any outstanding wants or warrants associated with a vehicle they've pulled over, allowing them to manage the incident appropriately.

### GUIDED PATROL

Turn passive patrolling into active law enforcement with mobile LPR. High-volume scanning and accurate detection of hot listed vehicles can provide officers with automated direction on BOLOs and vehicles with warrants, bringing more criminals to justice, more efficiently.

### INVESTIGATIONS

While at the scene of a crime, canvassing nearby vehicles is essential in helping to locate potential witnesses who can help solve a case. Mobile LPR speeds up this process, eliminating manual, time-consuming processes.

## KEY CONSIDERATIONS



### CAPTURE RATE

This determines how many plates the system can successfully detect, a quality camera should be able to continuously scan a high volume of cars in a short timespan.



### READ ACCURACY

This measures how accurate a camera's recognition is - a high performing system will read in dark environments, as well as reading plates on vehicles moving at high speeds.



### LENS DESIGN

Having a variety of focal lengths to choose from means cameras can be deployed as per the needs of the area. A wide field of view also helps ensure you can scan errant vehicles.



### RUGGEDNESS

Ruggedness metrics determine how capable a system is of withstanding wear and tear before being replaced, and indicates how well it can perform in inclement weather.



### IN-CAR SOFTWARE

This should be easy to use and adopt for drivers, it should run without distraction in the background, and be consistent with other software officers are using.

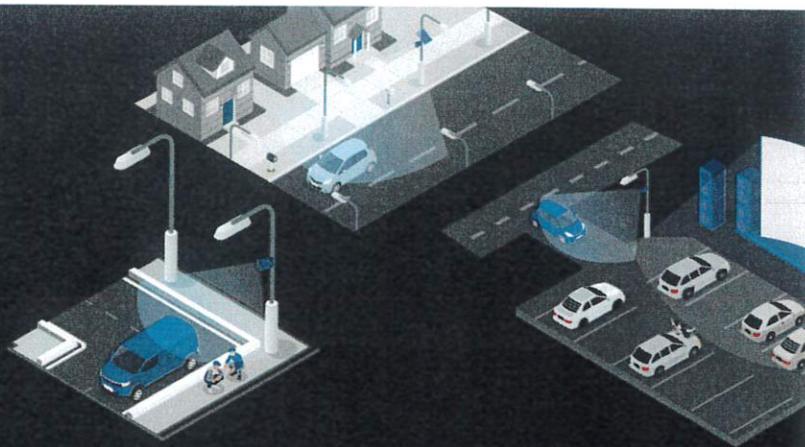
## SOLUTION RECOMMENDATIONS

- Frame rate should be 60 FPS or greater
- The camera should scan continuously
- There should be no daily capture limits
- Simultaneous color and IR image capture
- Zero degradation at 150 MPH or greater
- Camera should employ a global shutter
- Lenses should at least span 6mm - 25mm
- 20-foot field of view for multi-lane capture
- Camera system should be IP68 or higher
- Should be rated ISO 16750-3 or better
- Operate at temperatures of -40°F to 140°F
- Audio and visual alert configurability
- Local and network-wide searching
- Light and dark modes interface options
- Option to run in the background

[LEARN MORE](#)



# QUICK-DEPLOY



## DEPLOYMENT OVERVIEW

Quick-deploy LPR cameras are one of the newest LPR technologies on the market. With flexibility and data connectivity, the cameras can be easily moved according to the needs of the area, or they can be installed permanently. Quick-deploy LPRs can include their own stand or be mounted to common infrastructure, making them ideal for low-volume, low-speed vehicle scanning in controlled environments.

## DEPLOYMENT SCENARIOS

### NARCOTICS INTERDICTION

By helping gather more data and evidence, quick-deploy cameras can be instrumental in shortening drug interdiction timelines. As you uncover distribution details and primary players, you can easily expand investigations, utilizing analytics to expose operational patterns - and make arrests more quickly.

### NEIGHBORHOOD COMPLAINTS

Deployed easily and often covertly, these cameras are perfect for improving the response to community concerns as they can be quickly activated in areas experiencing an uptick in disturbances such as suspicious vehicles or parties.

### PATTERN CRIME LOCATIONS

Upon determining a recurring crime series and MO, quick-deploy cameras can be placed at probable future targets, in order to identify vehicles and people of interest.

### PUBLIC-PRIVATE PARTNERSHIPS

Affordable quick-deploy LPR cameras can be owned and operated by businesses who see the value in police partnerships, who then seamlessly share images with your agency.

## KEY CONSIDERATIONS



### TIME-TO-BENEFIT

This measures how long it takes to install and activate a camera, and whether it requires specialized tools or significant technical expertise to do so.



### MOUNTING

Varying mounting options means you can place the camera in convenient locations accordingly.



### POWER OPTIONS

Various power options ensure you can move your camera's location whilst maintaining a power source.



### CONNECTIVITY

Various network options, including one that can connect to an existing wireless subscription, mean it can be installed wherever necessary.

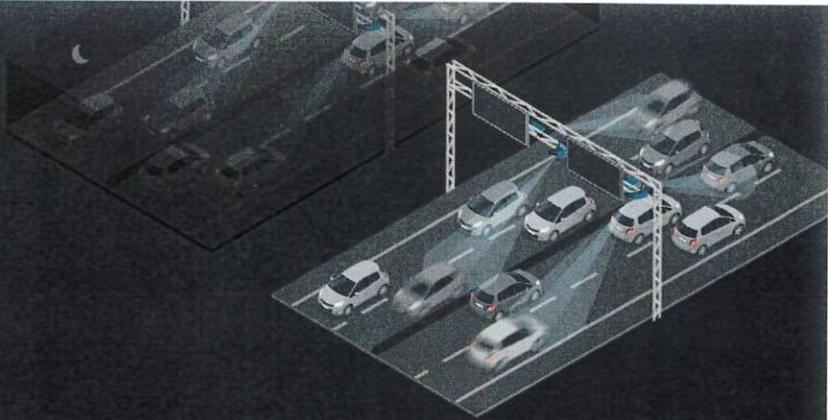
## SOLUTION RECOMMENDATIONS

- Single, self-contained camera unit design
- Hand-holdable size - no bigger than 6 inches
- Quick-connecting Android or iOS setup app
- Pole-mount or equivalent universal straps
- Camera maneuvering via easy-lock ball joint
- Optional security enclosure available
- Solar power with at least 10-watt panel
- AC or DC direct power connection
- Battery power with 100-watt hours or more
- Major cellular carrier support
- Bring-your-own-SIM cellular flexibility
- Wi-Fi connectivity option

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# FIXED



## DEPLOYMENT OVERVIEW

Fixed LPR systems are one of the most adopted types of deployments today. These cameras are permanently installed, typically on poles or other roadway infrastructure, and can provide the most data capture per dollar spent. Fixed cameras are high-performing, continuously scanning in all weather conditions - day or night - as well as reading vehicles moving at high speed.

## DEPLOYMENT SCENARIOS

### HIGHWAYS AND INTERSTATES

Owing to the high traffic volume, high-performance fixed LPR is often in place on highways, interstates and other major thoroughfares. These roads require a high rate of capture, as well as high quality bright and low-light performance in place at all times of the day. With vehicles moving at high speeds, a global shutter sensor will also ensure accurate data capture.

### JURISDICTION ENTRY POINTS

While not all entry points will have significant traffic, a reliable plate capture capability will ensure information is captured from vehicles moving at high speed at all times of the day, so you can proactively respond to threats and mitigate incidents.

## KEY CONSIDERATIONS



### CAPTURE RATE

This determines how many plates the system can successfully detect; a quality camera should be able to continuously scan a high volume of cars in a short timespan.



### READ ACCURACY

This measures the accuracy of a camera's recognition; a high performing system will read in dark environments, as well as read plates on vehicles moving at high speeds.



### LENS DESIGN

Having a variety of focal lengths to choose from means cameras can be deployed as per the needs of the area. A wide field of view also helps ensure you can scan errant vehicles.



### RUGGEDNESS

Ruggedness metrics determine how capable a system is of withstanding wear and tear before being replaced, as well as indicating how well it can perform in inclement weather.

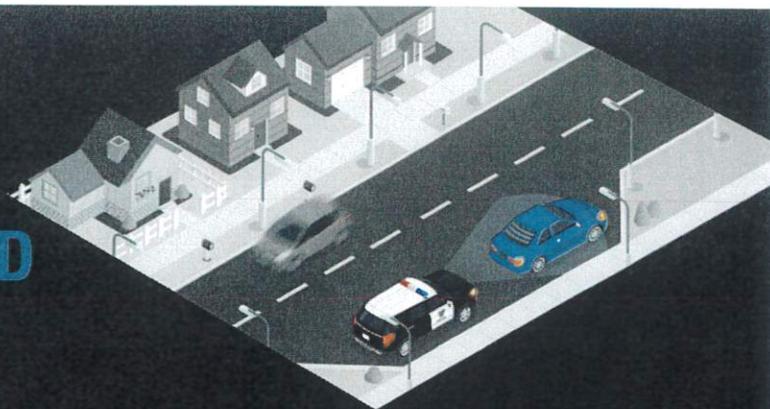
## SOLUTION RECOMMENDATIONS

- Frame rate should be 60 frames per second (FPS) or greater
- The camera should scan continuously
- There should be no daily capture limits
- Simultaneous color and IR image capture
- Zero degradation at 150 MPH or greater
- Camera should employ a global shutter
- Lenses should span at least 6mm - 25mm
- 20-foot field of view for multi-lane capture
- Camera system should be IP68 or higher
- Should be rated ISO 16750-3 or better
- Operate at temperatures of -40°F to 140°F

[LEARN MORE](#)



# IN-CAR INTEGRATED



## DEPLOYMENT OVERVIEW

In-car integrated LPR enhances officer safety by enabling the detection and recognition of license plates on vehicles in close proximity to, and in the front of the patrol vehicle. However, as the camera is located inside the car and it doesn't leverage a dedicated system designed for this purpose, integrated LPR has some shortcomings, including difficulties detecting in low-light and detecting vehicles moving at high speeds.

## DEPLOYMENT SCENARIOS

### TRAFFIC STOPS

In-car integrated LPR is an effective tool for officers during a traffic stop. With highly capable detection and recognition, officers are alerted to any outstanding wants or warrants associated with the vehicle they have pulled over, so they can approach it appropriately.

## KEY CONSIDERATIONS



### CAPTURE RATE

This determines how many plates the system can successfully detect, a quality camera should be able to continuously scan a high volume of cars in a short timespan.



### DRIVER SAFETY

The LPR capability on an in-car system should be intuitive enough that officers can enable scanning without taking any actions.



### IN-CAR SOFTWARE

This should be easy to use and adopt for drivers, it should run without distraction in the background, and be consistent with other software officers are using.

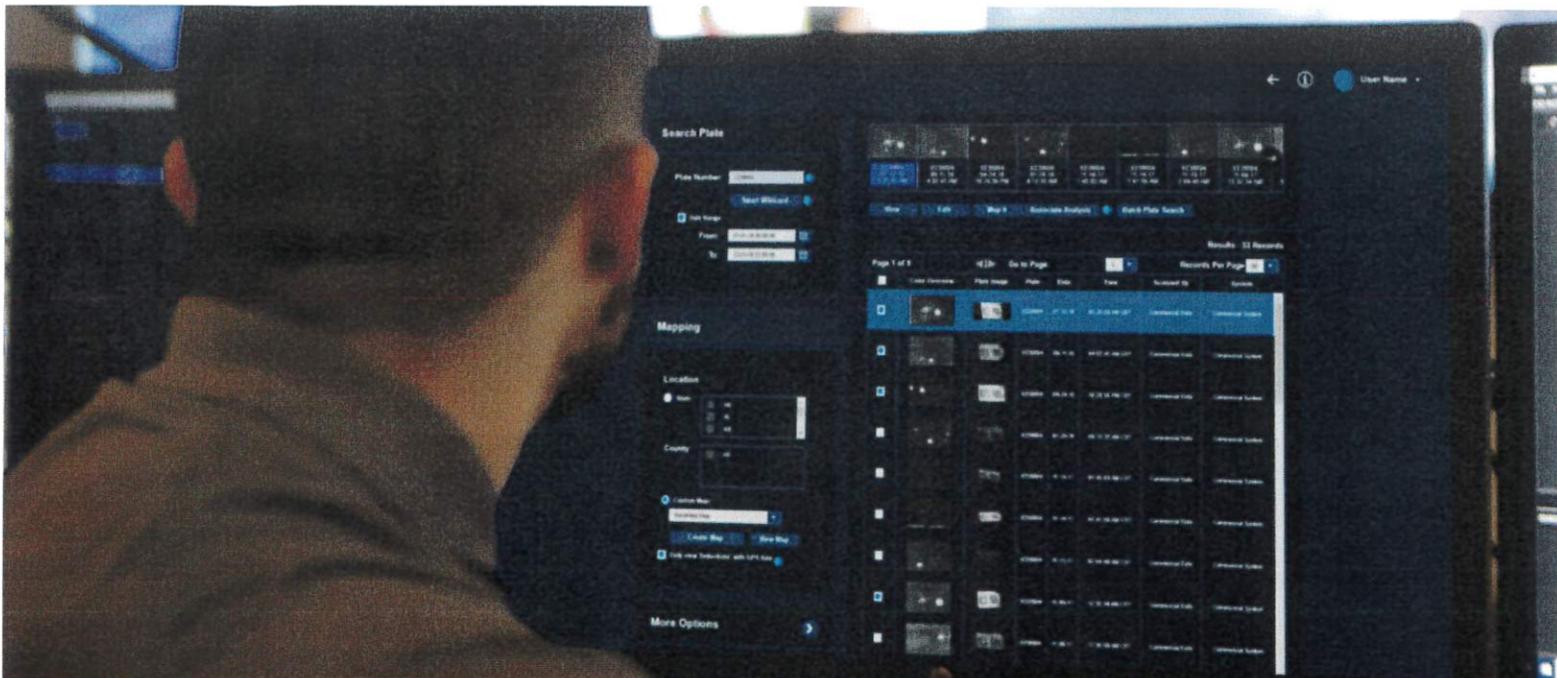
### SOLUTION RECOMMENDATIONS

- There should be a panoramic field of view
- The camera should scan continuously
- There should be no daily capture limits
- Should not require repositioning for LPR
- Critical sightlines should be unobstructed
- Blind spots should not be created
- Audio and visual alert configurability
- Local and network-wide searching
- Light and dark mode interface options
- Option to run in the background

[LEARN MORE](#)

# LICENSE PLATE RECOGNITION SOFTWARE: SEARCH, ANALYSIS, ALERTING, DATA MANAGEMENT, SECURITY AND SUPPORT





## SEARCHING AND ANALYTICS

When it comes to LPR data, its most basic investigative use is determining where a vehicle of interest has previously been seen. This is easy when you have a full license plate to go off of, but what really makes an LPR system valuable is its ability to also accommodate partial and wildcard searches in instances where a witness only caught a couple of characters of the plate.

But what happens when you have no characters at all? Maybe a victim only knows the make and model of a perpetrator's car, or even just that a vehicle was present. This is where a location-based search capability is helpful. It allows you to set a timeframe and proximity to a location, as well as year, make and model parameters to generate a list of potential vehicles worth investigating. An effective location-based search capability will also allow you to look for vehicles who appear at multiple locations, which is essential when identifying vehicles of interest in a crime series.

In addition to providing sophisticated search options, look for a system that does more with your data and helps you to capture more leads. Some of the most advanced analytic features that provide the most value to agencies include associate analysis, convoy analysis and locate analysis. Associate and convoy analysis enable you to identify vehicles connected to your identified vehicle of interest. This can help you get a better understanding of criminal networks perpetrating anything from trafficking and smuggling to burglaries and thefts. Locate analysis delivers additional insight on vehicles of interest by determining the most probable location of the vehicle. This feature is effective in quickly finding a vehicle of interest involved in a violent crime, a missing person or an abduction.

## KEY FUNCTIONALITY TO CONSIDER

- Full, Partial & Wildcard Plate Search
- Single and Multi-Location-Based Search
- Year, Make, Model & Color Search Filtering
- Associate & Convoy Vehicle Analysis
- Vehicle Locate Analysis & Prediction

## HOT LISTS AND ALERTING

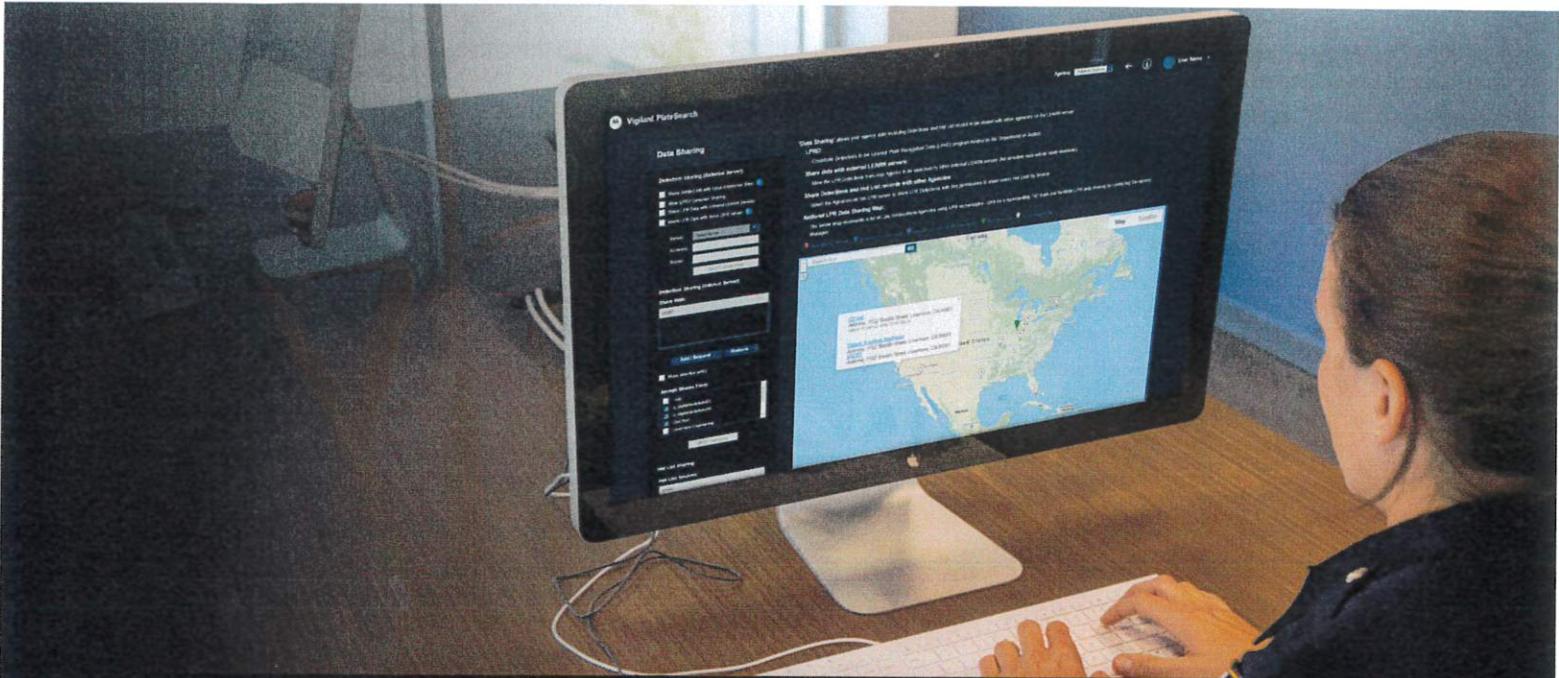
Another often-used LPR capability is creating hot lists and configuring alerts for sightings of vehicles of interest. When evaluating a solution, first consider whether the hot list and white list creation, as well as access, should be permission-based. It makes everyone's job more convenient to not only have agency-wide lists but to enable users to create their own lists for specific cases they're working on. Additionally, outside of your agency, it's important to be able to have access to other agency, state and national lists to facilitate better collaboration.

Once you have created, shared and subscribed to hot lists, determine how you'll receive essential alerts. Most solutions should facilitate email and text message-based alerts for individual users and groups, based on the hot lists they have access to. Additional notification channels to consider include mobile application-based alerts which facilitate push notifications on any Android or iOS device, as well as a dedicated alerting client that can run at a workbase such as dispatcher's workstation. Lastly, the ability to directly integrate alerts into other systems, such as call handling, computer-aided dispatch systems or a real-time crime center solution are also highly beneficial.



## KEY FUNCTIONALITY TO CONSIDER

- User, group or agency hot list creation
- Simple hot list sharing and subscriptions
- Email and text message-based alerting
- Mobile application/push notifications
- Easy-to-use dedicated alerting client
- System-integrated alerting capabilities



## DATA MANAGEMENT

As all law enforcers will be aware, investigations aren't cleanly completed in a matter of days. It takes months to build a case, gather evidence, follow up on leads, identify suspects and make arrests, not to mention make prosecutions. As a result, having full control of your data retention and ownership is paramount. A system that allows you to set your own data retention policy, rather than an arbitrary one dictated by a vendor, means you can preserve data as long as is required to close a case - as well as meet your specific state and local requirements for data retention. You should be the owner of your data, not the vendor, so should you leave and wish to take your data with you, you can.

Similarly, data sharing is another important element of an LPR program. As we know, criminals don't abide by jurisdictional boundaries, especially when they are on the run. Agency-controlled data sharing between both neighboring and nationwide agencies can help you generate stronger leads and capture more criminals. Additionally, data-sharing with businesses and community groups leveraging LPR is

effective in fostering strong community relationships and partnerships, co-creating better public safety together. In such partnerships, setting a clear understanding and expectation for policy and process is critical; consider the ease with which you can create a Memorandum Of Understanding (MOU) between yourself and those you're sharing data with

## KEY FUNCTIONALITY TO CONSIDER

- Agency-defined data retention policy
- Complete agency data ownership
- Preservation function for critical data
- Agency-to-agency data sharing
- Enterprise-to-agency data sharing
- Built-in MOU templates

## PRIVACY AND SECURITY

Your system of choice must be compliant with the Criminal Justice Information Services (CJIS) Security Policy, which provides the most comprehensive framework, informed by the National Institute of Standards and Technology (NIST) and the FBI. This will ensure that your data is protected by dictating parameters for physical security, redundancy, access control, audit functionality, encryption of data at-rest and in-transit, and compliance regulation.

Justification fields for use of certain features are also useful - they provide a record of why a user is employing the solution. This can address privacy concerns and boost community buy-in around your use of LPR technology.

## KEY FUNCTIONALITY TO CONSIDER

- Agency-defined data retention policy
- Complete agency data ownership
- Preservation function for critical data
- Agency-to-agency data sharing
- Enterprise-to-agency data sharing
- Built-in MOU templates

## POLICY, TRAINING AND SUPPORT

As well as quality product features and reliable functionality, sustaining a successful LPR program depends on proper policy creation, user training, vendor support and the easy access and integration of new innovations. A trusted vendor can be relied on to support these elements, in addition to technology development and ownership. In order to effectively support your LPR camera systems, as well as continuously push enhancements and innovations to your software, choose a vendor who's also responsible for the design and build of the technologies they sell you, including the software, algorithms and cameras - not a third party. Employing a third party can mean support is fragmented and meaningful innovation is stifled because customer feedback is unlikely to reach the actual developer of your LPR products.

## KEY SERVICES AND FUNCTIONALITY TO CONSIDER

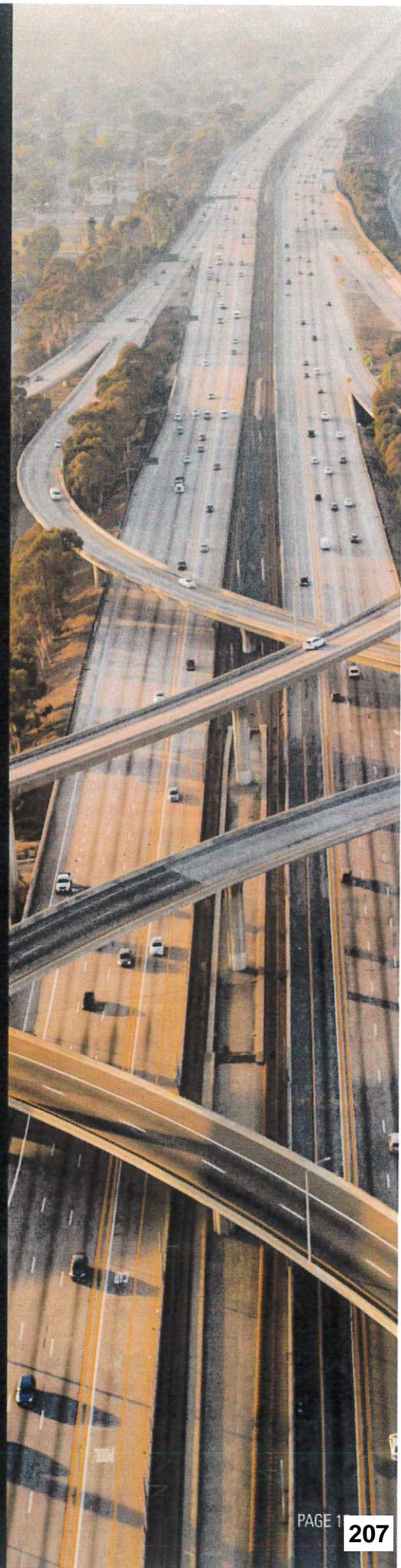
- Help with policy and process creation
- Free user and administrator training
- Direct 24/7 technical support
- In-house developed technology
- Free, automatic system updates

## PROCUREMENT OPTIONS

Upon determining the right solution for your agency, the final step is purchasing. A suitable vendor will be able to offer varying procurement needs, ranging from an upfront purchase, a subscription 'as-a-service' model, and financing options. Subscription pricing models can provide benefits like predictability of spend and automatic equipment upgrades, as well as including additional services such as warranty or advanced support. Before you commit to a subscription, ensure you're made aware of the required contract length.

## KEY PROCUREMENT OPTIONS TO CONSIDER

- Outright, upfront purchase
- Subscription 'as-a-service'
- Required contract length



# SELECTING TODAY'S LPR SYSTEMS: ONE SIZE DOES NOT FIT ALL

Each type of LPR solution comes with its own questions and considerations based on projected use cases and overall program goals. An experienced vendor with law enforcement industry expertise will be able to match your specific needs to the right system, while ensuring your agency complies with rapidly evolving LPR regulations.

For over 90 years, Motorola Solutions has revolutionized law enforcement technology - creating innovative, mission-critical communications and security solutions that help agencies create safer communities. We hope the knowledge you've gained from this guide will instill confidence in your ability to acquire the best LPR system for your agency's unique needs, and with it, help your community thrive.

For more information on our LPR systems, visit: [motorolasolutions.com/lpr](https://motorolasolutions.com/lpr)

## GET HELP WITH GRANTS

Looking to make new LPR systems more attainable for your department? Motorola Solutions has partnered with the grant experts at PoliceGrantsHelp to offer you FREE customized help obtaining grants for LPR and other video systems for law enforcement. This includes grant research, grant alert notices and grant application reviews.

Whether you're just starting your project or need to add the final touches to an application, consultants can provide the grant resources you need to acquire LPR systems.

START YOUR GRANT SEARCH: [policegrantshelp.com/motorola-solutions-lpr-grant-assistance/](https://policegrantshelp.com/motorola-solutions-lpr-grant-assistance/)



Motorola Solutions, Inc. 500 West Monroe Street, Chicago, IL 60661 U.S.A. 800-367-2346 [motorolasolutions.com](https://motorolasolutions.com)

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# 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 -811

**Agenda Date:** 8/14/2024

**Agenda #:** 45.

### City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR  
TO ENTER INTO A CONTRACT WITH  
ELECTRONIC SYSTEMS SOLUTIONS, INC. (ESS)  
FOR THE INSTALLATION AND MAINTENANCE OF  
A CITYWIDE CAMERA SURVEILLANCE SYSTEM**

**Whereas**, by letter dated August 7, 2024, the Commissioner of the Department of Public Safety has requested legislation authorizing the Mayor to enter into a contract with Electronic Systems Solutions, Inc. (ESS) for the installation and maintenance of a citywide camera surveillance system, as detailed in the proposal; and

**Whereas**, the Department of Public Safety has identified the need for a comprehensive citywide camera surveillance system to enhance public safety and improve law enforcement capabilities; and

**Whereas**, Electronic Systems Solutions, Inc. has proposed a solution comprising license plate recognition (LPR) cameras to assist with major thoroughfare patrol, foot patrol, crime pattern locations, and traffic stops, while providing real-time surveillance for faster case resolutions; and

**Whereas**, ESS is under New York State contract #PT68793, eliminating the need for competitive bidding as per the City of Mount Vernon Procurement Policy adopted April 24, 2024; and

**Whereas**, the total cost for the installation and maintenance of the surveillance system is \$161,903.88, to be paid from Budget Line Bond Anticipated Notes (BANS) H1620.203.C948; **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 contract with Electronic Systems Solutions, Inc. for the installation and maintenance of a citywide camera surveillance system, as detailed in the proposal.

**Section 2. Contract Amount.** The total payment of \$161,903.88 for the services provided by Electronic Systems Solutions, Inc. shall be charged to Budget Line Bond Anticipated Notes (BANS) H1620.203.C948.

**Section 3. Procurement Policy Compliance.** Pursuant to the City of Mount Vernon Procurement Policy adopted April 24, 2024, the contract with Electronic Systems Solutions, Inc. is exempt from competitive bidding requirements due to its status under New York State contract #PT68793.

**Section 4. Definitions.**

- **Citywide Camera Surveillance System:** A network of cameras, including license plate recognition (LPR) cameras, installed across the city to enhance public safety and assist law enforcement.

- **License Plate Recognition (LPR) Cameras:** Cameras designed to capture and recognize vehicle license plates for the purpose of monitoring and managing traffic and law enforcement activities.

**Section 5. Effective Date.** This ordinance shall take effect 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

**MARCEL OLIFIERS**  
CHIEF OF OPERATIONS

**SHAWYN PATTERSON - HOWARD**  
MAYOR

August 7, 2024

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

**RE: Installation and Maintenance of Citywide Cameras for the Dept of Public Safety  
FOR APPROVAL at the August 14th, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

The Department of Public Safety requests that the City Council approve a resolution for the Mayor to **enter into a contract for payment of \$ 161,903.88** with Electronic Systems Solutions, Inc (ESS) for the installation and maintenance of a citywide camera surveillance system.

The system is comprised of license plate recognition (LPR) cameras that will assist the Dept of Public Safety with major thoroughfare patrol, foot patrol, crime pattern locations as well as traffic stops. The cameras will also give real time surveillance that can speed up case closures.

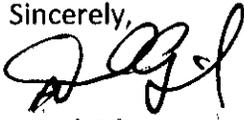
The company providing the labor and materials is **Electronic Systems Solutions, Inc (ESS)** and is under **NYS contract # PT68793**, therefore foregoing the need of competitive bidding requirements as written in the City of Mount Vernon Procurement Policy adopted April 24, 2024.

The payment of **\$ 161,903.88** will be satisfied from **Budget Line Bond Anticipated Notes (BANS) H1620.203.C948.**

CC: Mayor  
Comptroller  
Law Department

If this request meets the approval of your Honorable Body, please enact legislation granting this approval.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Gibson', written over the word 'Sincerely,'.

David Gibson

Commissioner of Public Safety

CC: Mayor  
Comptroller  
Law Department



# City of Mount Vernon, New York

## Staff Report

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

File #: TMP -781

Agenda Date: 8/14/2024

Agenda #: 46.

### City Council:

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF MOUNT VERNON, NEW YORK  
HONORING AND RECOGNIZING *THE*  
*RETIREMENT OF FIREFIGHTER KEVIN HOLT***

**Whereas**, the great City of Mount Vernon, NY, joins the Fire Administration in recognizing the retirement of **FIREFIGHTER KEVIN HOLT**, from Active Service on July 31, 2024; and

**Whereas**, **FIREFIGHTER KEVIN HOLT** served four years in the United States Navy, and then on September 6, 1991, he joined the Mount Vernon Fire Department. **Firefighter Holt** comes from a family with a history of serving the city of Mount Vernon. His brother currently serves as a Firefighter, and his sister serves in the medical field at Mount Vernon Hospital; and

**Whereas**, in the past thirty years, **FIREFIGHTER KEVIN HOLT** was assigned to Engine and Ladder companies in all four Fire Stations, and for the past twenty years, he served as Aide to the Battalion Deputy Chiefs. This honorable assignment signifies his exceptional ability to remain levelheaded under extreme circumstances. It is a testament to his professionalism, which is necessary in this role to assist the Incident Commander during emergencies. Firefighters and Officers look to **Firefighter Holt** for his knowledge and leadership skills. He was elected by Local 107 of the Uniformed Firefighters Association as their President and served in this capacity for several years. During and after this honorable role, **Firefighter Holt** advocated for the betterment of the Fire Department; and

**Whereas**, **FIREFIGHTER KEVIN HOLT** received numerous recognitions during his service, including Certificates of Commendations, Unit Citations, and Letters of Appreciation, for his excellent performance of duty. He leaves an honorable legacy of achievement and dedication with the department, and the city of Mount Vernon, New York; **Now, Therefore, be it**

**Resolved**, that the City Council joins with the citizens of the City of Mount Vernon, NY, to recognize and honor **FIREFIGHTER KEVIN HOLT**, for his exemplary service during his tenure and for his dedication and commitment to our great city.

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**WHEREAS,** ***FIREFIGHTER KEVIN HOLT*** served four years in the United States Navy and then on September 6, 1991, he joined the Mount Vernon Fire Department. Firefighter Holt comes from a family with a history of serving the city of Mount Vernon. His brother currently serves as a Firefighter and his sister serves in the medical field at Mount Vernon Hospital; and

**WHEREAS,** In the past thirty years ***FIREFIGHTER KEVIN HOLT*** was assigned to Engine and Ladder companies in all four Fire Stations and for the past twenty years he served as Aide to the Battalion Deputy Chiefs. This honorable assignment signifies his exceptional ability to remain levelheaded under extreme circumstances and is a testament to his professionalism, which is necessary in this role that assists the Incident Commander during emergencies. Firefighters and Officers alike look to Firefighter Holt for his knowledge and leadership skills. He was elected by Local 107 of the Uniformed Firefighters Association as their President and served in this capacity for several years. During and after this honorable role, Firefighter Holt advocated for the betterment of the Fire Department: and

**WHEREAS,** ***FIREFIGHTER KEVIN HOLT*** received numerous recognitions during his service, including Certificates of Commendations, Unit Citations, Letters of Appreciation, for his excellent performance of duty. He leaves an honorable legacy of achievement and dedication with the department, and the city of Mount Vernon, New York; and ***NOW THEREFORE***, be it

**RESOLVED,** that the City Council joins with the citizens of the city of Mount Vernon, New York, to recognize and honor ***FIREFIGHTER KEVIN HOLT***, for his exemplary service during his tenure and for his dedication and commitment to our great city.

***14th***

***August, 2024***



# 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 -782

**Agenda Date:** 8/14/2024

**Agenda #:** 47.

### City Council:

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF MOUNT VERNON, NEW YORK  
HONORING AND RECOGNIZING *THE*  
*RETIREMENT OF FIREFIGHTER NATHANIEL TILFORD***

**Whereas**, the great City of Mount Vernon, NY, joins the Fire Administration in recognizing the retirement of **FIREFIGHTER NATHANIEL TILFORD**, from Active Service on June 28, 2024; and

**Whereas**, **FIREFIGHTER NATHANIEL TILFORD** served three years in the United States Navy, and then on September 6, 1999, he joined the Mount Vernon Fire Department. **Firefighter Tilford** loved and was honored to serve his country in the Navy. He often spoke about the pride and gratitude he felt. We are grateful that he has poured that same passion and commitment into our community for more than twenty-four years; and

**Whereas**, **FIREFIGHTER NATHANIEL TILFORD** was assigned Motor Pump Operator to Engine Company 206. He served in this capacity with pride and consistency. **Firefighter Tilford** was known as the “Gentle Giant and Gentleman” of the fire station. He is always willing to assist and mentor new firefighters. He is always uplifting and displays an infectious positive attitude; and

**Whereas**, **FIREFIGHTER NATHANIEL TILFORD** received numerous recognitions during his service, including Unit Citations and Letters of Appreciation. He leaves an honorable legacy of leadership and commitment in the department, and the city of Mount Veron, New York. His duty to the community reflects great credit upon himself; **Now, Therefore, be it**

**Resolved**, that the City Council joins with the citizens of the City of Mount Vernon, NY, to recognize and honor **FIREFIGHTER NATHANIEL TILFORD**, for his exemplary service during his tenure and for his dedication and commitment to our great city.

the great city of Mount Vernon, New York joins the Fire Administration in recognizing the retirement of ***FIREFIGHTER NATHANIEL TILFORD***, from Active Service on June 28, 2024; and

**WHEREAS,** ***FIREFIGHTER NATHANIEL TILFORD*** served three years in the United States Navy and then on September 6, 1999, he joined the Mount Vernon Fire Department. Firefighter Tilford loved and was honored to serve his country while in the Navy. He often spoke about the pride and gratitude he felt. We are grateful that he has poured that same passion and commitment into our community for more than twenty-four years; and

**WHEREAS,** ***FIREFIGHTER NATHANIEL TILFORD*** was assigned Motor Pump Operator to Engine Company 206. He served in this capacity with pride and consistency. Firefighter Tilford was known as the “Gentle Giant and Gentleman” of the fire station. He is always willing to assist and mentor new firefighters. He is always uplifting and displays an infectious positive attitude; and

**WHEREAS,** ***FIREFIGHTER NATHANIEL TILFORD*** received numerous recognitions during his service, including Unit Citations and Letters of Appreciation. He leaves an honorable legacy of leadership and commitment in the department, and the city of Mount Veron, New York. His duty to the community reflects great credit upon himself; and ***NOW THEREFORE***, be it

**RESOLVED,** that the City Council joins with the citizens of the City of Mount Vernon, New York, to recognize and honor ***FIREFIGHTER NATHANIEL TILFORD***, for his exemplary service during his tenure and for his dedication and commitment to our great city.

***14th***

***August, 2024***



# 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 -796

**Agenda Date:** 8/14/2024

**Agenda #:** 48.

**City Council:**

**AN ORDINANCE AUTHORIZING THE  
AMENDMENT OF CHAPTER 237-35, A AND B  
OF THE CODE OF THE CITY OF MOUNT  
VERNON, ENTITLED "TAXICAB FARES"  
TO INCREASE CURRENT FARES**

**Whereas**, the Taxicab Commission of the City of Mount Vernon, pursuant to Section 238-3(a) of the City Code entitled "Taxicab Commission," has considered the concerns and suggestions from citizens, organizations, and groups within the city regarding the need for a fare increase to address the financial pressures caused by high gas prices and inflation; and

**Whereas**, the Taxicab Commission, after careful deliberation, has voted to recommend an increase in the base fare to ensure that taxicab drivers are better able to maintain their vehicles and provide an improved service experience for passengers; and

**Whereas**, by letter dated August 5, 2024, the City Clerk has requested an amendment to Chapter 237-35 A and B of the City Code concerning "Taxicab Fares" to increase the current rates by \$1.00 (one dollar); and

**Whereas**, the Taxicab Commission has recommended that the City Council enact legislation to amend Chapter 237-35(A) and (B) of the City Code to reflect a \$1.00 increase in the flat rate for conveying passengers within the City of Mount Vernon; and

**Whereas**, it is in the best interest of the City of Mount Vernon to ensure that taxicab fares are adjusted to reflect the current economic conditions and to maintain the quality of service for residents and visitors; **Now, Therefore, Be It Resolved That**

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

§ 237-235 - Taxicab fares. The lawful sums to be collected for the hire of a taxicab shall be as follows:

**Section 1. Amendment to Chapter 237-35(A) - Taxicab Fares for Single Passengers**

Chapter 237-35(A) of the City Code of Mount Vernon is hereby amended to read as follows:

A.

For conveying a single passenger from any place within the city limits: flat rate fee of **\$7.00** [~~\$6.00~~] and flat rate fee of \$1.00 for each additional passenger traveling with such person.

**Section 2. Amendment to Chapter 237-35(B) - Taxicab Fares for Passengers over 60 Years of Age**

Chapter 237-35(B) of the City Code of Mount Vernon is hereby amended to read as follows:

B. For conveying a person 60 years of age or over as a single passenger within the city limits: flat rate fee of **\$6.00** [~~\$5.00~~], and \$1.00 for each additional passenger traveling with such person.

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

New matter underlined

Deleted matter in brackets [ ]



CITY OF MOUNT VERNON, NEW YORK  
OFFICE OF THE CITY CLERK  
ONE ROOSEVELT SQUARE, ROOM 104

TANESIA M. WALTERS, J.D., M.P.A.  
City Clerk

MOUNT VERNON, NY 10550  
(914) 665-2352  
Fax (914) 668-6044  
www.cmvny.com

NICOLE BONILLA  
Deputy City Clerk

August 5, 2024

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

Re: Recommendation of the Taxicab Commission to Increase Taxi Fare.

Dear Honorable Council Members:

Pursuant to Section 238-3 (a), the Taxicab commission has yielded the concerns and has utilize the advice and suggestions of the citizens, organizations and groups within the city of Mount Vernon. One of the overarching requests and concerns has been a fare increase, a fare increase will help to ease the burden of high gas prices and inflation. This will provide a financial incentive for the drivers to better upkeep their cars and to produce an overall better experience to the patrons.

As such the Taxicab commission has voted to increase the base fare and acquiesce to section 238-3 (b) of the code by hereby recommending that the city council pass legislation to increase the base fare. Therefore, on behalf of the Taxicab commission, the city clerk respectfully request that the City Council approve legislation to amend chapter 137-35 A and B of the City code "Taxicab Fares." to increase the current fares by \$1.00 (one dollar). The flat rate for conveying a single passenger would be \$7.00 (section A), and the flat rate for conveying a person 60 years of age or over would be \$6.00 (section B).

If you should require any additional information, feel free to contact me. I thank you for your time and consideration of this matter.

Sincerely,

  
Tanesia M. Walters, J.D., M.P.A.  
City Clerk  
TMW/nss

Chapter 237. Taxicabs

§ 237-35. Taxicab fares.

The lawful sums to be collected for the hire of a taxicab shall be as follows:

A.

For conveying a single passenger from any place within the City limits: flat rate fee of \$7 [~~\$6~~] and flat rate fee of \$1 for each additional passenger traveling with such person.

B.

For conveying a person 60 years of age or over as a single passenger within the City limits: flat rate fee of \$6 [~~\$5~~], and \$1 for each additional passenger traveling with such person.



# 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 -808

Agenda Date: 8/14/2024

Agenda #: 49.

### City Council:

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF MOUNT VERNON, NEW YORK  
HONORING AND RECOGNIZING *THE SERVICE  
OF WAKANDA CELEBRATION, INCORPORATED***

**Whereas**, the great City of Mount Vernon, NY, joins the community in recognizing the service of ***WAKANDA CELEBRATION, INCORPORATED*** to the community for seven years; and

**Whereas**, ***WAKANDA CELEBRATION INCORPRATED*** was founded by Rose Luangisa. The purpose and mission of the organization are to educate, unite, and bring about positive change in the community; and

**Whereas**, ***WAKANDA CELEBRATION, INCORPRATED***, is a free annual outdoor community event that successfully celebrates African culture through art, music, fashion, and food. The well-anticipated event features a variety of educational activities for children, live music, traditional African drumming and dancing, an African market that features food, and apparel from local vendors and the Swahili Children's Village; which provides engaging workshops and programs for children; and

**Whereas**, Rose Luangisa was born in Bukoba, Tanzania. She came to the United States in 1987 and earned both a B.S. in Computer Information Systems and an MBA from Iona University. Her vision started with the African Family Day, which was held at Mount Vernon's Memorial Field. With its popularity and growth in attendance, the African Family Day was reimagined and renamed to the ***WAKANDA CELEBRATION, INCORPRATED*** in 2018. In addition to the Wakanda Celebration, Rose Luangisa, along with the Luangisa family established The Luangisa African Gallery. In 2022, Rose Luangisa founded the Luangisa African Museum & Cultural Arts Center. The Museum and Arts Center keeps its base in Mount Vernon, NY and is dedicated to preserving and showcasing the rich heritage of African arts, history, and traditions. The goal is to provide the community with a deeper understanding and appreciation of African culture and foster dialogue and engagement between people of all backgrounds; **Now, Therefore, be it**

**Resolved**, that the City Council joins with the City of Mount Vernon, NY citizens to recognize and honor ***WAKANDA CELEBRATION, INCORPRATED***, for their positive impact, commitment, and dedication to our great city for seven successful years. We wish you many more successful years to come.

**WHEREAS,** the great city of Mount Vernon, New York joins the community in recognizing the service of **WAKANDA CELEBRATION, INCORPRATED** to the community for seven years; and

**WHEREAS,** **WAKANDA CELEBRATION INCORPRATED** was founded by Rose Luangisa. The purpose and mission of the organization is to educate, unite, and to bring about positive change in the community.; and

**WHEREAS,** **WAKANDA CELEBRATION, INCORPRATED,** is a free annual outdoor community event that successfully celebrates African culture through art, music, fashion, and food. The well anticipated event features a variety of educational activities for children, live music, traditional African drumming and dancing, an African market which features food, and apparel from local vendors and the Swahili Children’s Village; which provides engaging workshops and programs for children; and

**WHEREAS,** Rose Luangisa was born in Bukoba, Tanzania. She came to the United States in 1987 and earned both a B.S. in Computer Information Systems and an MBA from Iona University. Her vision started with the African Family Day, which was held at Mount Vernon’s Memorial Field. With its popularity and growth in attendance, the African Family Day was reimagined and renamed to the **WAKANDA CELEBRATION, INCORPRATED** in 2018. In addition to the Wakanda Celebration, Rose Luangisa, along with the Luangisa family established The Luangisa African Gallery. In 2022, Rose Luangisa founded the Luangisa African Museum & Cultural Arts Center. The Museum and Arts Center keeps its base in Mount Vernon, NY and is dedicated to preserving and showcasing the rich heritage of African arts, history, and traditions. The goal is to provide the community with a deeper understanding and appreciation of African culture and foster dialogue and engagement between people of all backgrounds. And **NOW THEREFORE,** be it

**RESOLVED,** that the City Council joins with the citizens of the City of Mount Vernon, New York, to recognize and honor ***WAKANDA CELEBRATION, INCORPRATED,*** for their positive impact, commitment, and dedication to our great city for seven successful years. We wish you many more successful years to come.



# 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 -815

**Agenda Date:** 8/14/2024

**Agenda #:** 50.

### City Council:

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF MOUNT VERNON DESIGNATING ITSELF AS  
THE LEAD AGENCY FOR THE PROPOSED CODE  
AMENDMENTS REGARDING SHORT-TERM RENTAL  
LEGISLATION, REFERRING THE AMENDMENTS TO  
THE CITY CORPORATION COUNSEL, CITY PLANNING  
BOARD, AND WESTCHESTER COUNTY PLANNING  
BOARD, AND SCHEDULING A PUBLIC HEARING**

**WHEREAS**, the City Council of the City of Mount Vernon proposes to amend Chapter 267 (Zoning) of the Code of the City of Mount Vernon (“Code”) to enact Article XV entitled “Short-Term Rentals,” and to amend Code Section 267-17 regarding regulations to permit short-term rentals in all residential districts in the City of Mount Vernon; and

**WHEREAS**, the City Council finds that it is necessary and desirable, as a matter of public policy, to regulate short-term rentals in the City of Mount Vernon; and

**WHEREAS**, the City Council, in conjunction with its Staff, prepared a draft of “A Local Law to Amend Chapter 267 (Zoning) of the Code of the City of Mount Vernon to Regulate Short-Term Rentals” (“Code Amendment”), a copy of which is annexed to this Resolution; and

**WHEREAS**, the Code Amendment is classified as a Type I Action under the New York State Environmental Quality Review Act and its implementing regulations, 6 N.Y.C.R.R. Part 617 (“SEQRA”); and

**WHEREAS**, the City Council desires to designate itself as the Lead Agency for the uncoordinated review of the Code Amendment under SEQRA pursuant to 6 N.Y.C.R.R. Section 617.6(b)(1); and

**WHEREAS**, the City Council is required to refer the Code Amendment to the Corporation Counsel and Planning Board for their respective reviews and reports pursuant to Section 267-59 of the Code; and

**WHEREAS**, Section 267-59 of the Code requires the Corporation Counsel and the Planning Board to report its recommendations to the City Council concerning the Code Amendment within 30 days after referral; and

**WHEREAS**, the City Council is also required to refer the Code Amendment to the Westchester County Planning Board pursuant to Section 267-62 of the Code, and Section 239-m of the General Municipal Law; and

**WHEREAS**, the City Council is desirous of scheduling a Public Hearing on the Zoning Amendment for September \_\_, 2024, pursuant to Section 267-60 of the Code; **NOW, THEREFORE, BE IT**

**RESOLVED**, that the City Council hereby designates itself as the Lead Agency for review of the Code Amendment under SEQRA; **BE IT FURTHER**

**RESOLVED**, that the City Council authorizes the City Clerk to refer the Code Amendment to the City of Mount Vernon Corporation Counsel and Planning Board for their respective reports pursuant to Section 267-59 of the Code; **BE IT FURTHER**

**RESOLVED**, that the City Council authorizes the City Clerk to refer the Code Amendment to the Westchester County Planning Board in accordance with Section 267-62 of the Code, and Section 239-m of the General Municipal Law; **BE IT FURTHER**

**RESOLVED**, that the City Council shall hold a Public Hearing on the Code Amendment on September 11, 2024, at 7:00 p.m. in City Hall, Council Chambers - Room 206, 1 Roosevelt Square N., Mount Vernon, New York, 10550, where public comment will be heard regarding the Code Amendment, and written comments on the Code Amendment are requested, and will be accepted by the City Council up to ten (10) days following the close of the Public Hearing; **BE IT FURTHER**

**RESOLVED**, that the City Clerk shall arrange to fulfill the notice requirements for the Public Hearing pursuant to Section 267-61 of the Code; **BE IT FURTHER**

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

**A RESOLUTION OF THE CITY OF MOUNT VERNON CITY COUNCIL  
DESIGNATING ITSELF AS LEAD AGENCY FOR PROPOSED CODE  
AMENDMENTS REGARDING SHORT-TERM RENTAL LEGISLATION,  
REFERRING THE AMENDMENTS TO THE CITY CORPORATION COUNSEL,  
CITY PLANNING BOARD, AND WESTCHESTER COUNTY PLANNING  
BOARD, AND SCHEDULING A PUBLIC HEARING**

**WHEREAS**, the City Council of the City of Mount Vernon proposes to amend Chapter 267 (Zoning) of the Code of the City of Mount Vernon (“Code”) to enact Article XV entitled “Short-Term Rentals,” and to amend Code Section 267-17 regarding regulations to permit short-term rentals in all residential districts in the City of Mount Vernon; and

**WHEREAS**, the City Council finds that it is necessary and desirable, as a matter of public policy, to regulate short-term rentals in the City of Mount Vernon; and

**WHEREAS**, the City Council, in conjunction with its Staff, prepared a draft “A Local Law to Amend Chapter 267 (Zoning) of the Code of the City of Mount Vernon to Regulate Short-Term Rentals” (“Code Amendment”), a copy of which is annexed to this Resolution; and

**WHEREAS**, the Code Amendment is classified as a Type I Action under the New York State Environmental Quality Review Act and its implementing regulations, 6 N.Y.C.R.R. Part 617 (“SEQRA”); and

**WHEREAS**, the City Council desires to designate itself as Lead Agency for the uncoordinated review of the Code Amendment under SEQRA pursuant to 6 N.Y.C.R.R. Section 617.6(b)(1); and

**WHEREAS**, the City Council is required to refer the Code Amendment to the Corporation Counsel and Planning Board for their respective reviews and reports pursuant to Section 267-59 of the Code; and

**WHEREAS**, Section 267-59 of the Code requires the Corporation Counsel and the Planning Board to report its recommendations to the City Council with respect to the Code Amendment within 30 days after referral; and

**WHEREAS**, the City Council is also required to refer the Code Amendment to the Westchester County Planning Board pursuant to Section 267-62 of the Code, and Section 239-m of the General Municipal Law; and

**WHEREAS**, the City Council is desirous of scheduling a Public Hearing on the Zoning Amendment for September 11, 2024 pursuant to Section 267-60 of the Code.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby designates itself as Lead Agency for review of the Code Amendment under SEQRA; and

**BE IT FURTHER RESOLVED**, that the City Council authorizes the City Clerk to refer the Code Amendment to the City of Mount Vernon Corporation Counsel and Planning Board for their respective reports pursuant to Section 267-59 of the Code; and be it

**BE IT FURTHER RESOLVED**, that the City Council authorizes the City Clerk to refer the Code Amendment to the Westchester County Planning Board in accordance with Section 267-62 of the Code, and Section 239-m of the General Municipal Law; and

**BE IT FURTHER RESOLVED**, that the City Council shall hold a Public Hearing on the Code Amendment on September 11, 2024, at 7:00 p.m. in City Hall, Council Chambers – Room 206, 1 Roosevelt Square N., Mount Vernon, New York, 10550, where public comment will be heard regarding the Code Amendment, and written comments on the Code Amendment are requested, and will be accepted by the City Council up to ten (10) days following the close of the Public Hearing; and

**BE IT FURTHER RESOLVED**, that the City Clerk shall arrange to fulfill the notice requirements for the Public Hearing pursuant to Section 267-61 of the Code; and

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

LOCAL LAW - 2024

A LOCAL LAW TO AMEND CHAPTER 267 (ZONING) OF THE CODE OF THE CITY OF MOUNT VERNON TO REGULATE SHORT-TERM RENTALS

Be it Enacted by the City Council of the City of Mount Vernon as follows:

SECTION 1.

The Code of the City of Mount Vernon is amended by adding the following (language **in Bold and Underlined** to be added, language in ~~**Strikethrough and Bold and Underlined**~~ to be deleted):

**Article XV. SHORT-TERM RENTALS**

**§ 267-93. Title.**

**This Article shall be known and may be cited as the “City of Mount Vernon Short-Term Rentals Code.”**

**§ 267-94. Findings.**

**The City Council has determined it is in the best interest of the City and its residents to regulate short-term rentals. The City Council recognizes the benefits of short-term rentals to allow homeowners to supplement their income to defray the cost of housing, and to provide lodging for visitors to the City and encourage tourism. However, in order to protect the health, safety, and welfare of the City and its residents, and to preserve the residential character of the City’s residential districts, it is necessary to impose certain restrictions and requirements in furtherance of the City’s goals and objectives.**

**§ 267-95. Definitions.**

**As used in this Chapter, the following terms shall have the meanings indicated:**

**OCCUPIED PRIMARY RESIDENCE**

**A dwelling unit used by the owner or tenant as his or her or their primary residence. When a property is titled or leased in the name of a business entity, all owners or members of the business entity must use the premises as his or her or their primary residence. When a property is titled or leased in the name of a trustee, the property shall be considered an occupied primary residence if the grantor or grantee is the occupant of the property.**

**OWNER**

**Any individual or individuals, partnership or corporation or other organization in possession of and having a fee interest in the real property. The term “owner” shall include a corporation, limited-liability company, partnership, association, trustee, or other business entity or nonbusiness forms of ownership.**

**PRIMARY RESIDENCE**

**The primary location that a person inhabits and resides in most of the year.**

**SHORT-TERM RENTAL**

**An entire dwelling unit, or a room or group of rooms within a dwelling unit, made available to rent, lease or otherwise assigned for an occupancy of less than 30 consecutive days. The term “short-term rental” does not include hotels/motels rooms.**

**TENANT**

**Any person holding a written lease to occupy, use and possess the whole or part of any building or real property, either alone or with others.**

**§ 267-96. Applicability.**

- A. **Any dwelling unit, or room(s) therein, located in a one-family dwelling, two-family dwelling, or multifamily dwelling may be used as short-term rentals subject to the requirements set forth in this article. Short-term rentals shall be permitted in all zoning districts within the City in which residential uses are permitted.**
- B. **It shall be unlawful to use, establish, maintain operate, occupy, rent, or lease any property as a short-term rental if the property is not an occupied primary residence. The property used as a short-term rental shall be the primary residence of the owner or tenant at all times during the term of the permit.**
- C. **No short-term rentals shall be permitted in the following locations: multifamily dwellings with an active PILOT agreement with the Mount Vernon Industrial Development Agency or the County of Westchester Industrial Development Agency; multifamily dwellings where the entire building is rent regulated; any dwelling where the lease or occupancy agreement prohibits short-term rentals; non-residential buildings; and/or any other location where short-term rentals are prohibited by law.**

**§ 267-97. Permit Required; Permit Application; Revocation of Permit; Appeals.**

- A. **Permit required. It shall be unlawful to use, establish, maintain, operate, occupy, rent, or lease any property as a short-term rental without first having obtained a short-term rental permit.**
- B. **Permit application.**

- (1) An application for a short-term rental permit shall be filed and a short-term rental permit shall be obtained from the Building Department before the dwelling unit, or a room or group of rooms within a dwelling unit, is advertised for short-term rental, and, if the spaces are not advertised, then such permit shall be obtained before said space is leased or rented.**
- (2) Issuance of a short-term rental permit requires submission of an application to the Building Department and payment of the processing fee set forth in the City Fee Schedule.**
- (3) If a tenant seeks a short-term rental permit, the tenant's application shall be signed by the landlord, and evidence must be provided to the Building Department that the landlord is the owner of the dwelling unit.**
- (4) No permit will be issued for a short-term rental if there are unresolved Code compliance issues, outstanding City fines or fees, or unpaid taxes.**
- (5) The form and content of the permit applications shall be as determined from time to time by the Building Department and shall contain such information and materials as the Building Department deems necessary to determine the sufficiency of the application. Such application shall contain, at a minimum:**

  - (a) Proof of receipt of New York State STAR Credit or STAR property tax exemption for the short-term rental property;**
  - (b) Copy of utility bill in the applicant's name;**
  - (c) Property address; total number of rooms; location; number of persons, specifically:**

    - [1] The property address;**
    - [2] The total number of dwelling units located within the building;**
    - [3] The total number of bedrooms and bathrooms inside the dwelling unit;**
    - [4] The total number of rooms proposed for short-term rental use;**
    - [5] The location of each such dwelling unit or individual bedroom within the building; and**
    - [6] The number of persons to be accommodated in each room available for short-term rental use;**

- (d) A signed and notarized certification in a form acceptable to the Building Department by the applicant attesting to the fact that:
- [1] The applicant resides at the property and it is the applicant's primary residence;
  - [2] That the property is fit for human habitation and safe;
  - [3] That the applicant will comply with all of the conditions and restrictions of the permit;
  - [4] That no portion of the area used for short-term rentals will utilize a cellar or attic, or any portion thereof, as habitable space unless it meets the requirements of the International Fire, Residential and Building Codes or successor law;
  - [5] That the property is in compliance with all the provisions of this chapter, the applicable provisions of the City Code, the International Series of Codes and the New York State Code Supplement; and
  - [6] The required building permits and certificates of occupancy are in place for all existing structures on the property if applicable;
- (e) Such other information as the City may require to prove the property is an occupied primary residence and safe for renters; and
- (f) If an applicant plans to rent the entire dwelling unit, the short-term rental application shall include the name and contact information of a responsible person with the right to enter and maintain possession of the dwelling. Such responsible person must be available 24 hours a day to respond in person to any short-term renter and neighborhood concerns and be capable of responding in person within two hours of notification from the City.
- (6) All permits issued pursuant to this section shall be for a period of one year and shall be renewable for subsequent one-year terms upon application, conformance with this section and payment of the permit fee. Any application to renew said permit shall be accompanied by a record, maintained by the owner or tenant throughout the duration of the permit term, indicating the number of guests and the beginning and ending dates of each short-term rental.
- (7) If the information submitted as part of the permit application changes at any time after submittal of the application, it is the responsibility of the owner or tenant to submit such changes to the Building Department in writing within 30 days of the occurrence of such change. Failure to do so

shall be deemed a violation of this section. Any changes submitted by a tenant must also be signed by the owner.

- (8) Any permit issued for a short-term rental shall expire automatically upon a change in ownership or tenancy of the dwelling unit in which the short-term rental is located.

C. Revocation of a permit.

- (1) The grounds upon which a permit can be revoked by the Building Inspector shall include but shall not be limited to:

(a) The permit was issued in error, or issued in whole or in part as a result of a false, untrue, or misleading statement on the permit application or other document submitted for filing;

(b) A short-term rental permit has been issued and the owner or tenant fails to continue to occupy the premises as a primary residence;

(c) Use of the property as a short-term rental creates a hazard or public nuisance, threat to public safety or other condition which negatively impacts the use and/or enjoyment of surrounding properties, or threatens the peace and good order, or quality of life in the surrounding community;

(d) Failure to comply or violation of the conditions of the permit;

(e) Failure to comply or violation of any federal, state, or local law, regulation, or rule.

(f) Short-term rental permits for dwelling units located in multifamily buildings may be revoked if the Police Department or Building Inspector receives three substantiated written complaints in a twelve-month period concerning the use of the premises as a short-term rental. A written complaint can be substantiated by the Building Inspector or the Police Department if it is a complaint regarding the violation of a City law or ordinance and the complaint is supported by other evidence, including a police report, photograph, or video.

- (2) Any permit issued pursuant to this section may be revoked or suspended by the Building Inspector, after written notice to the owner. Written notice shall be served by registered or certified mail, return receipt requested, and by regular mail, to the applicant at the address shown on the application. The notice shall describe the reasons why the City is revoking the permit.

D. Appeals.

- (1) Upon the denial, suspension or revocation of a permit, the applicant may, within 30 days from the date of the written notice, appeal said denial, suspension or revocation to the Zoning Board of Appeals in accordance with the appeal procedure of Article IX of this chapter.
- (2) In the event the applicant is not satisfied with the decision of the Zoning Board of Appeals, such aggrieved party may file an Article 78 proceeding under the New York Civil Practice Law and Rules. The Article 78 proceeding must be filed within 30 days of the filing of the Zoning Board of Appeals' decision with the City Clerk.

§ 267-98. Standards. All short-term rentals shall comply with the following standards:

- (1) If a property owner or tenant is renting out the entire dwelling unit, the property owner must engage the services of an agent with the right to enter and maintain possession of the dwelling. This agent must be available 24 hours a day to respond to any short-term renter and neighborhood concerns and be capable of responding within two hours of notification from the City.
- (2) No owner shall offer or use any part of the property as a short-term rental not approved for residential use.
- (3) A short-term rental property shall not be rented for any other purpose, commercial or otherwise, not expressly permitted under this section, such as concerts, weddings, or other large gatherings or events.
- (4) Any owner renting out a short-term rental shall use best efforts to ensure that the occupants and/or guests of the short-term rental do not create unreasonable noise or disturbance, engage in disorderly conduct, violate any provision of the City Code, or violate any law pertaining to disorderly conduct, the consumption of alcohol, or the use of illegal drugs.
- (5) A written notice on a form to be provided by the Building Department, which contains information about relevant City parking laws, garbage and rubbish rules and schedules, and snow removal, and identifies the party(ies) responsible for responding to complaints about the short-term rental, shall be completed and left at a conspicuous location inside the short-term rental unit and maintained at such location by the owner and displayed at all times.
- (6) Short-term rental of an entire dwelling unit is limited to 180 days in any one calendar year. Where only a portion of the dwelling unit is subject to the short-term rental, there shall be no limit on the number of days in any

calendar year, provided that an owner or tenant is physically in residence at such dwelling during those periods that the portion of the unit is subject to short-term rental. A rental day shall be deemed to mean any day that the property is occupied for rental overnight. Upon request, the property owner or tenant shall provide:

- (a) A statement from any and all short-term rental website platforms used to advertise the short-term rental; such letter shall be provided on the company's letterhead and shall indicate the number of rentals for the entire dwelling unit that occurred within the year; and
  - (b) A certified letter from the owner or tenant indicating the number of days the entire dwelling unit was rented within the year through any short-term rental website or other means.
- (7) If a property owner advertises their rental, the short-term rental permit number must be included in the listing.
- (8) The maximum number of people per sleeping room is one person if the square footage is between 70 square feet and 100 square feet and two people if the square footage is greater than 100 square feet. The Building Inspector may disqualify a particular space within a dwelling unit as a sleeping room based on concerns over emergency egress, safety, or over-occupancy of a dwelling unit.
- (9) Each sleeping room shall have an exterior exit that opens directly to the outside or an emergency escape or rescue window, which meets all applicable requirements for emergency and escape access. Notwithstanding the foregoing, the Building Inspector may approve other means of emergency egress for each sleeping room in its reasonable discretion.
- (10) There shall be one functioning smoke detector in each sleeping room, and one functioning smoke detector on the ceiling or wall in the immediate vicinity outside each separate sleeping room, as approved by the Building Inspector.
- (11) Carbon monoxide detectors shall be installed in all dwelling units that contain a fuel-burning appliance, system, or other source of carbon monoxide, as approved by the Building Inspector.
- (12) At least one functioning and inspected fire extinguisher shall be present in each dwelling unit, as approved by the Building Inspector.

- (13) **Parking:**
- (a) **Proper off-street parking as regulated in Article VIII of this chapter shall be required.**
  - (b) **Parking on any part of the lawn is prohibited.**
- (14) **A house number visible from the street shall be maintained.**
- (15) **Provisions shall be made for weekly garbage removal during all short-term rental occupancies. Proper garbage and rubbish maintenance shall be regulated by City Code Chapter 140.**
- (16) **A safety/egress plan, to be posted in a visible location within the short-term rental, shall be provided.**
- (17) **A valid short-term rental registration permit shall be conspicuously posted in each dwelling unit.**
- (18) **Any owners or tenant issued a short-term rental permit shall comply with any applicable occupancy tax in effect.**
- (19) **“House rules,” if any, shall be posted in a conspicuous location within the dwelling unit.**

**§ 267-99. Presumptive Evidence. The presence or existence of the following shall create a rebuttable presumption that a property is being utilized as a short-term rental:**

- (1) **The property is offered for lease or rent on a short-term rental website, including but not limited to Airbnb, HomeAway, VRBO, and similar websites; or**
- (2) **The property is offered for lease or rent by the use of any other advertising mechanism for a period of less than 30 days.**

**§ 267-100. Inspection.**

**The property shall be inspected by the Building Department and Fire Department at the time of the initial application and prior to any permit renewal, to determine whether the property remains in compliance with this section and all other applicable provisions of the City Code, the International Series of Codes, and New York State Code Supplement. A dwelling unit with a short-term rental is subject to periodic inspections by the Building Department and/or the Fire Department to ensure continued compliance with the applicable codes. If the Building Inspector or Fire Inspector determines in writing that the short-term rental space is not in compliance,**

**the owner or tenant shall cease use of the dwelling unit as a short-term rental until all noncomplying elements have been corrected and the owner shall apply for reinspection with the Building Department or Fire Department, as applicable, subject to an additional fee as set forth in the City Fee Schedule.**

**§ 267-101. Enforcement.**

**Any violation of this Article shall be subject to the same enforcement requirements, including the civil and criminal penalties, provided for in Article X of this Chapter.**

**§ 267-102. Registry List.**

**The Building Department shall maintain a list of all short-term rental units located in the City. Such list shall be updated every six months.**

**SECTION 2.**

Chapter 267 of the Code of the City of Mount Vernon is amended by adding the following (language in **Bold and Underlined** to be added, language in **Strikethrough and Bold and Underlined** to be deleted):

§ 267-17. List of resident district uses.

A. District R1-7 One-Family Residence.

(1) Permitted principal uses.

**(d) Short-term rentals, as regulated by Chapter 267, Article XV**

B. District R1-4.5 One-Family Residence.

(1) Permitted principal uses.

**(d) Short-term rentals, as regulated by Chapter 267, Article XV**

C. District R1-3.6. One-Family Residence.

(1) Permitted principal uses.

**(d) Short-term rentals, as regulated by Chapter 267, Article XV**

D. District R2-4.5. Two-Family Residence.

(1) Permitted principal uses.

**(f) Short-term rentals, as regulated by Chapter 267, Article XV**

E. District RMF-6.75. Multifamily Residence.

(1) Permitted principal uses.

**(h) Short-term rentals, as regulated by Chapter 267, Article XV**

F. District RMF-10 Multifamily Residence.

(1) Permitted principal uses.

**(h) Short-term rentals, as regulated by Chapter 267, Article XV**

G. District RMF-15 Multifamily Residence.

(1) Permitted principal uses.

**(h) Short-term rentals, as regulated by Chapter 267, Article XV**

### **SECTION 3.**

If any section, subsection, clause, phrase or other portion of this local law is, for any reason, declared invalid, in whole or in part, by any court, agency, commission, legislative body or other authority of competent jurisdiction, the portion of the law declared to be invalid will be deemed a separate, distinct and independent portion and the declaration will not affect the validity of the remaining portions hereof, which will continue in full force and effect.

### **SECTION 4.**

This local law is adopted pursuant to the authority granted by Municipal Home Rule Law § 10. It supersedes the provisions of the City Law to the extent that they are inconsistent with this local law.

### **SECTION 5.**

This local law will take effect immediately upon its filing in the office of the Secretary of State in accordance with Municipal Home Rule Law § 27.

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Local Law to Amend Chapter 267 (Zoning) of the Code of the City of Mount Vernon to Regulate Short Term Rentals			
Project Location (describe, and attach a location map): City-wide			
Brief Description of Proposed Action: The City Council has determined it is in the best interest of the City and its residents to regulate short-term rentals. The City Council recognizes the benefits of short-term rentals to allow homeowners to supplement their income to defray the cost of housing, and to provide lodging for visitors to the City and encourage tourism. However, in order to protect the health, safety, and welfare of the City and its residents, and to preserve the residential character of the City's residential districts, it is necessary to impose certain restrictions and requirements in furtherance of the City's goals and objectives.			
Name of Applicant or Sponsor: City of Mount Vernon		Telephone: 914-665-2398 E-Mail: CGleason@mountvernonny.gov	
Address: City Hall, 1 Roosevelt Square			
City/PO: Mount Vernon		State: NY	Zip Code: 10550
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: <u>City of Mount Vernon, City Council</u> Date: <u>__/__/2024</u>  Signature: <u>James Rausse, FAICP, WEDG</u> Title: <u>Commissioner, Planning &amp; Community Dev.</u>		

Project: Short Term Rental Local Law

Date: \_\_\_/\_\_\_/2024

**Short Environmental Assessment Form**  
**Part 2 - Impact Assessment**

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### *Short Environmental Assessment Form Part 3 Determination of Significance*

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

City of Mount Vernon City	
Name of Lead Agency	Date
Cathlin B. Gleason	President, City Council
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
	James Rausse, FAICP, WEDG
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**



# 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 -792

**Agenda Date:** 8/14/2024

**Agenda #:** 51.

### City Council:

### **AN ORDINANCE AUTHORIZING THE COMPTROLLER TO WRITE OFF UNPAID PROPERTY TAXES AND INTEREST FOR CERTAIN PROPERTIES WITH NEW HOMEOWNERS**

**Whereas**, by letter dated August 5, 2024, the Comptroller has requested legislation authorizing the write off amount of \$31,130.55 of unpaid property taxes and interest for the properties listed in the attached document, where new owners are not responsible for taxes due before their ownership; and

**Whereas**, the bank reconciliations for the years 2019 through 2021 were not completed during the former Comptroller's tenure, leading to discrepancies in the property tax records; and

**Whereas**, these discrepancies resulted in insufficient payments not being reconciled, nor were tax payments due re-levied to the affected properties; and

**Whereas**, during the reconciliation process, the affected property records were adjusted, taxes were re-levied, and notices of payment due were issued to property owners; and

**Whereas**, a small percentage of properties with new owners received arrears notices despite having conducted title searches during the purchase process, where it was reported that no taxes were due; and

**Whereas**, it is deemed unfair and inappropriate to hold new owners responsible for unpaid taxes and interest accrued before their ownership, as they relied on the title search conducted during their property purchase; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Write Off Unpaid Property Taxes.** The Comptroller is hereby authorized to write off \$31,130.55 of unpaid property taxes and interest for the properties listed in the attached document, where new owners are not responsible for taxes due before their ownership.

**Section 2. Implementation.** The Comptroller shall take all necessary steps to ensure that the unpaid taxes and interest are properly written off in the city's financial records.

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



CITY OF MOUNT VERNON, N.Y.  
OFFICE OF THE COMPTROLLER

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**Darren M. Morton, Ed.D., CPRP, CMFO**  
*Comptroller*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2303

August 5, 2024

The Honorable City Council  
City Hall  
1 Roosevelt Square  
Mount Vernon, NY 10550

**RE: COMP2024-9 – Request permission for the Comptroller to write-off the unpaid property tax and interest for the insufficient checks from 2019**

Honorable City Council Members:

As previously reported to you, the bank reconciliations from 2019 – 2021 were not completed during the former Comptroller’s tenure. This delinquency caused discrepancies in the property tax records, where payment made that were insufficient were not reconciled, nor tax payment due re-levied to the property. During our reconciliation of these items, we adjusted the affected property records, re-levied the taxes and issued a notice of payment due to the property owner.

While most of the property owners had remained the same, there was a small percentage of owners who had sold the property, and the new owner received the arrears notice. Since the new owner completed a title search during the purchase of the property and our office reported that no taxes were due and owing, we cannot hold the new owner responsible for the insufficient funds from a period prior to their ownership.

Therefore, this request is made to authorize the Comptroller to write off \$31,130.55 of unpaid property taxes and interest for the attached list of properties, who have new homeowners. If there are any questions, or concerns, please do not hesitate to contact me. Thanking you in advance for your assistance in this matter.

Respectfully,

Darren M. Morton, Ed.D., CPRP, CMFO  
Comptroller

cc: Mayor Shawyn Patterson-Howard  
Corporation Counsel  
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 -793

**Agenda Date:** 8/14/2024

**Agenda #:** 52.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE REQUEST FOR PROPOSAL (RFP) FOR EXPLORATION AND EXECUTION OF ALTERNATIVE MEASURES FOR THE RECOVERY OF DELINQUENT PROPERTY TAXES**

**Whereas**, by letter dated August 2, 2024, the Comptroller has requested legislation authorizing the Office of the Comptroller to issue a Request for Proposal (RFP) for the Bulk Sale/Assignment of Delinquent Real Property Tax Liens and/or for Collection Services on the Delinquent Real Property Tax Liens, as determined by the recommended list in accordance with the Real Estate Property Tax Law; and

**Whereas**, the City of Mount Vernon has not initiated In Rem Foreclosure Proceedings since 2014, resulting in significant property tax arrears; and

**Whereas**, recent federal and state laws, including the United States Supreme Court decision in *Tyler v. Hennepin County*, impact the cost-effectiveness of executing In Rem Foreclosure Procedures, as municipalities are prohibited from retaining surplus value from seized properties exceeding the tax debt; and

**Whereas**, the prolonged lapse since the last In Rem procedure has led to a substantial accumulation of properties in tax arrears, warranting the exploration of alternative methods for recouping these tax arrears; and

**Whereas**, the current property tax indebtedness to the City, inclusive of County and School taxes and penalties, totals over \$50 million dollars, placing a significant financial burden on the City; and

**Whereas**, the Office of the Comptroller has actively attempted to collect these tax arrears over the past two years with limited success, necessitating the exploration of more effective solutions; and

**Whereas**, the City Charter provides a Tax Lien Sale provision, offering a potential alternative to the In Rem procedure for recovering delinquent property taxes; and

**Whereas**, the City Council acknowledges the absence of available cash reserves and the significant liabilities facing the City, including pending liabilities under appeal, impeding effective capital improvement planning and investment management; and

**Whereas**, the City is obligated to explore alternatives to In Rem procedures to expedite returns

and mitigate additional debt incurred from the two-year collection period for the 2020-2023 school taxes due to the Mount Vernon City School District; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Explore and Execute Alternative Measures.** The City Council authorizes the Office of the Comptroller to issue a Request for Proposal (RFP) for the Bulk Sale/Assignment of Delinquent Real Property Tax Liens and/or for Collection Services on the Delinquent Real Property Tax Liens, as determined by the recommended list in accordance with the Real Estate Property Tax Law.

**Section 2. Payment Plans for Delinquent Properties.** The Office of the Comptroller is authorized to propose payment plans for delinquent properties once the State approves the amendment to Real Estate Property Tax Law 783, subject to City Council approval.

**Section 3. Implementation.** The Office of the Comptroller shall take all necessary steps to implement the provisions of this ordinance and ensure compliance with all applicable laws and regulations.

**Section 4. Effective Date.** This ordinance shall take effect immediately upon its passage and approval by the City Council.



CITY OF MOUNT VERNON, N.Y.  
OFFICE OF THE COMPTROLLER

---

**Darren M. Morton, Ed.D., CPRP, CMFO**  
*Comptroller*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2303

August 2, 2024

The Honorable City Council  
City Hall  
1 Roosevelt Square  
Mount Vernon, NY 10550

**RE: COMP2024-10 – Request for Authorization to issue a Request for Proposal for “The Bulk Sale/Assignment of Delinquent Real Property Tax Liens and/or For Collection Services on the Delinquent Real Property Tax Liens”.**

Honorable City Council Members:

As you know, the City of Mount Vernon has not initiated the In Rem Foreclosure Proceedings since 2014. In addition, there have been federal and state laws enacted that impact the cost effectiveness of executing an In Rem Foreclosure Procedure. Namely, the Tyler v. Hennepin County case, which was the United States Supreme Court case about government seizure of property for unpaid taxes, when the value of the property seized is greater than the tax debt. The Supreme Court held that the surplus value is protected by the Fifth Amendment's Takings Clause. The Court ruled that municipalities cannot sell properties they seize as a result of a tax lien and have any gains on the difference between the sales price and arrears.

Secondly, given the amount of time that has lapsed since the last In Rem procedure, and the numerous amount of properties in tax arrears over the last decade, it is prudent for the City of Mount Vernon to explore alternative options for recouping the tax arrears. This decision to execute the Tax Lien Sale provision outlined in the City Charter does not come easily and without concern. As I have reported on numerous occasions the current property tax indebtedness to the City (inclusive of County and School taxes and penalties) totals over \$50 million dollars.

Over the last two years, my office has assertively attempted to collect these tax arrears, and while there has been some success, much of the tax debt has remained unresolved. There have been some property owners who have responded with resolution and others who have requested payment plans. We will seek the City Council approval to execute the payment plans for these properties once the State authorizes the amendment to our Real Estate Property Tax Law 783. With regards to a selection of or all of the remainder of the outstanding tax liens, I request permission to issue this Request for Proposal

**Pg. 2 - RFP for Bulk Sale/Assignment of Delinquent Real Property Tax Liens**

for **Bulk Sale/Assignment of Delinquent Real Property Tax Liens and/or For Collection Services on the Delinquent Real Property Tax Liens**, which will be determined by recommended list in accordance with the Real Estate Property Tax Law.

Finally, a further rationale for seeking tax lien sale provision is supported by the lack of available cash reserves and the significant amount of liability facing the City, not to mention the pending liabilities that are under appeal currently. Because of the absence of these property taxes, that remain unpaid, the City is prohibited from effective capital improvement planning and investment management. Additionally, if the City does explore alternatives to the In Rem procedures, that yield more expeditious returns, we will be incurred additional debt when the two-year collection period for the 2020-2023 school taxes become due and owing to the Mount Vernon City School District.

Therefore, I strongly recommend we seek this provision, and you authorize the issuance of the Request for Proposal. If there are any questions, or concerns, please do not hesitate to contact me. Thanking you in advance for your assistance in this matter.

Respectfully,



Darren M. Morton, Ed.D., CPRP, CMFO  
Comptroller  
City of Mount Vernon  
1 Roosevelt Sq.  
Mount Vernon, NY 10550  
[dmorton@cmvny.com](mailto:dmorton@cmvny.com)  
914-665-2304

cc: Mayor Shawyn Patterson-Howard  
Corporation Counsel  
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 -803

**Agenda Date:** 8/14/2024

**Agenda #:** 53.

### City Council:

#### **AN ORDINANCE AUTHORIZING A PARTNERSHIP WITH WORKING ADVANTAGE-PLUM BENEFITS FOR EMPLOYEE DISCOUNTS**

**Whereas**, by letter dated August 6, 2024, the Comptroller has requested legislation authorizing the City to partner with Working Advantage-Plum Benefits to provide exclusive discounts and special offers to City employees; and

**Whereas**, the City of Mount Vernon recognizes the importance of providing employee perks to enhance employee engagement and retention; and

**Whereas**, Working Advantage-Plum Benefits is the leading Corporate Discount Program provider, offering exclusive discounts and special offers on services and experiences that employees value, including theme parks, attractions, hotels, electronics, fitness memberships, gift cards, live events, and more; and

**Whereas**, partnering with Working Advantage-Plum Benefits provides a cost-effective means of offering additional benefits to City employees, with no cost to the City; and

**Whereas**, new employees will have access to these perks from their first day of hire, providing immediate value and contributing to a competitive employment package; and

**Whereas**, the City had previously enrolled with Working Advantage in 2009, but the program was never introduced to employees, and now plans are in place to effectively communicate and promote the program through the Employee Benefits Specialist; and

**Whereas**, Working Advantage handles all customer service related to ticket and sale inquiries, thereby minimizing the administrative burden on the City; **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 of Mount Vernon is authorized to partner with Working Advantage-Plum Benefits to provide exclusive discounts and special offers to City employees.

**Section 2. Implementation.** The Employee Benefits Specialist shall oversee the program's implementation and communication, ensuring all departments and employees are informed about the benefits and enrollment process.

**Section 3. Enrollment.** The HR team shall include information about the Working Advantage-Plum Benefits program in the new hire packet, allowing new employees to access perks from their first day of employment.

**Section 4. No Cost to the City.** Partnering with Working Advantage-Plum Benefits shall be free of cost to the city. The program operates on a commission basis from employee purchases, with no hidden fees or contractual obligations for the City.

**Section 5. Definitions.**

- **Working Advantage-Plum Benefits:** A Corporate Discount Program provider offering exclusive discounts and special offers to employees.

- **Employee Benefits Specialist:** The designated City staff member responsible for managing employee benefits and communicating program details.

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



CITY OF MOUNT VERNON, N.Y.  
OFFICE OF THE COMPTROLLER

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**Darren M. Morton, Ed.D., CPRP, CMFO**  
*Comptroller*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2303

August 6, 2024

The Honorable City Council  
City Hall  
1 Roosevelt Square  
Mount Vernon, NY 10550

**RE: COMP2024-11 – Request permission for the Comptroller to enter partnership with Working Advantage – Plum Benefits to provide value-added services to employees**

Dear City Council Members:

I submit this letter to you for your approval for the City to partner with Working Advantage-Plum Benefits. Working Advantage is the leading Corporate Discount Program provider. They offer exclusive discounts and special offers on services and experience employees need and love, including theme parks, attractions, hotels, electronics, fitness memberships, gift cards, live events and much more. I am hoping that after you review the enclosed documents and letter, you will agree that these employee perks are beneficial to our employees.

Besides employee engagement, providing employee perks is an effective way of staying competitive to attract and retain employees. Although new employees must wait 90 days to be eligible for health insurance, they can begin using these perks on day 1 of hire.

According to our research, it appears the City enrolled with them in 2009, but it was never introduced to our employees. So, the Employee Benefits Specialist and met with a representative virtually to learn more about the program. Our Employee Benefits Specialist will ensure that all communications and emails regarding how it works and how to sign up is made clear to all departments.

Of utmost importance is that there is no cost to the City. Working Advantage gets a commission for every ticket/sale that is purchased by the employee. There is no hidden cost, nor is there any contract involved. It is free to enroll in this program. The company has their own customer service, so in no way will the City be responsible for ticket /sale inquiries. Our HR team will include the enrollment flyer in the new hire packet.

**Pg. 2 - COMP2024-11 – Request permission for the Comptroller to enter partnership with Working Advantage – Plum Benefits**

Thanking you in advance for your consideration in this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Darren M. Morton". The signature is fluid and cursive, with a large initial "D" and "M".

Darren M. Morton, Ed.D., CPRP, CMFO  
Comptroller

cc: Mayor Shawyn Patterson-Howard  
Corporation Counsel  
Jalyce Eugene, Employee Benefits  
File



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
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**File #:** TMP -800

**Agenda Date:** 8/14/2024

**Agenda #:** 54.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT EXTENSION WITH CLEARY CONSULTING FOR PROFESSIONAL PLANNING SERVICES FOR THE MOUNT VERNON COMPREHENSIVE PLAN**

**Whereas**, by letter dated August 6, 2024, the Commissioner for the Department of Planning & Community Development has requested legislation authorizing the Mayor to execute a contract extension with Cleary Consulting for professional planning services related to the Mount Vernon Comprehensive Plan; and

**Whereas**, the City of Mount Vernon is in the process of developing a Comprehensive Plan to guide future growth and development in key areas such as housing, economic development, urban design, open space and parks, traffic, climate change and resilience, air quality, zoning, and public policy; and

**Whereas**, Cleary Consulting has been engaged to provide professional planning services to assist in the development of the Mount Vernon Comprehensive Plan; and

**Whereas**, there is a need to extend the scope of services provided by Cleary Consulting to ensure a comprehensive and thorough analysis of the plan; and

**Whereas**, the service contract fee for the extended scope of services will be paid using funds from the Department of Planning and Community Development Contracted Outside Services budget line A8020.405; and

**Whereas**, the Department of Planning and Community Development will collaborate with Cleary Consulting to manage the day-to-day operations and implementation of the study; **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 authorized to execute a contract extension with Cleary Consulting for professional planning services related to the Mount Vernon Comprehensive Plan.

**Section 2. Compensation.** Cleary Consulting shall be compensated in the amount of \$60,250 for the extended scope of services.

**Section 3. Funding Source.** The service contract fee shall be paid from the Department of Planning and Community Development Contracted Outside Services budget line A8020.405.

**Section 4. Responsibilities.** The Department of Planning and Community Development, in

collaboration with Cleary Consulting, shall oversee the study's management and implementation.

**Section 5. Definitions.**

- **Comprehensive Plan:** A strategic framework to guide the city's long-term growth and development.
- **Planning Services:** Professional services involving data collection, synthesis, and development of recommendations on various aspects of urban planning.

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



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

August 6, 2024

VIA EMAIL:

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

RE: Request for the Mount Vernon City Council to enact legislation authorizing the Mayor to execute a contract with planning consultant Cleary Consulting to conduct the study for the Mount Vernon Comprehensive Plan. For approval at the August 14<sup>th</sup> City Council Meeting.

Honorable City Council Members:

I am writing to respectfully request that the Mount Vernon City Council enact legislation to authorize the Mayor to execute a contract to extend the scope of services for the existing contract with planning consultant **Cleary Consulting** for professional planning services related to the study for the Mount Vernon Comprehensive Plan.

The service contract fee will be paid using the **Department of Planning and Community Development Contracted Outside Services (including Comprehensive Plan) budget line A8020.405**. This consultant will collect and synthesize data to develop recommendations on housing, economic development, urban design, open space and parks, traffic, climate change and resilience, air quality, zoning, and public policy to inform the Mount Vernon Comprehensive Plan.

Compensation:

1. **Cleary Consulting - \$60, 250**

The Department of Planning and Community Development will work with the consultant to manage the day-to-day operations and implementation of the study. I am including the service contract for the proposed services to be provided by the consultant.

We thank the City Council 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

Enclosure(s): Cleary Consulting Proposal  
 Cleary Consulting Contract





# City of Mount Vernon, New York

## Staff Report

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File #: TMP -804

Agenda Date: 8/14/2024

Agenda #: 55.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH AKRF, INC. FOR PROGRESS FOR PLANNING ANALYSIS SERVICES FOR THE MOUNT VERNON COMPREHENSIVE PLAN**

**Whereas**, by letter dated August 6, 2024, the Commissioner for the Department of Planning & Community Development has requested legislation authorizing the Mayor to execute separate contracts with AKRF, Inc. for Progress to provide planning analysis services for the Mount Vernon Comprehensive Plan; and

**Whereas**, the City of Mount Vernon seeks to develop a Comprehensive Plan to guide future growth and development, addressing critical areas such as housing, economic development, urban design, open space and parks, traffic, climate change and resilience, air quality, zoning, and public policy; and

**Whereas**, AKRF, Inc. for Progress has been identified as a qualified consultant to provide planning analysis services essential for completing the Mount Vernon Comprehensive Plan; and

**Whereas**, the service contract fees for these consultants will be paid using funds from the Department of Planning and Community Development Contracted Outside Services budget line A8020.405; and

**Whereas**, the Department of Planning and Community Development will collaborate with the consultants to manage the day-to-day operations and implementation of the study; **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 authorized to execute separate contracts with AKRF, Inc. for Progress to provide planning analysis services for the Mount Vernon Comprehensive Plan.

**Section 2. Compensation:** AKRF, Inc. will be compensated \$79,500.00 for its services.

**Section 3. Funding Source.** The service contract fees shall be paid from the Department of Planning and Community Development Contracted Outside Services budget line A8020.405.

**Section 4. Responsibilities.** The Department of Planning and Community Development will oversee the study's management and implementation, working with the consultants.

**Section 5. Definitions.**

- **Comprehensive Plan:** A strategic framework to guide the city's long-term growth and development.
- **Planning Analysis Services:** Professional services involving data collection, synthesis, and development of recommendations on various aspects of urban planning.

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



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

August 6, 2024

VIA EMAIL:

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

RE: Request for the Mount Vernon City Council to enact legislation authorizing the Mayor to execute a contract with planning consultant AKRF, Inc. to conduct the study for the Mount Vernon Comprehensive Plan. For approval at the August 14<sup>th</sup> City Council Meeting.

Honorable City Council Members:

I am writing to respectfully request that the Mount Vernon City Council enact legislation to authorize the Mayor to execute a contract with planning consultant **AKRF, Inc.** to provide planning analysis services to complete the Mount Vernon Comprehensive Plan.

The service contract fees will be paid using the **Department of Planning and Community Development Contracted Outside Services (including Comprehensive Plan) budget line A8020.405.** The consultant will collect and synthesize data to develop recommendations on housing, economic development, urban design, open space and parks, traffic, climate change and resilience, air quality, zoning, and public policy to inform the Mount Vernon Comprehensive Plan.

Compensation:

- 1. AKRF, Inc. - \$79,500.00**

The Department of Planning and Community Development will work with the consultant to manage the day-to-day operations and implementation of the study. I am including the proposal and service contract for the proposed services to be provided by the consultant.

We thank the City Council 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

Enclosure(s): AKRF Proposal  
 AKRF Contract



**CONTRACT FOR PROFESSIONAL CONSULTING SERVICES**

**THIS AGREEMENT** (“Agreement”) is made and entered into as of this \_\_\_ day of August, 2024, by and between **THE CITY OF MOUNT VERNON**, a municipal corporation organized and existing under the laws of the State of New York, with offices at One Roosevelt Square, City Hall, Mount Vernon, New York 10550 (“City”) and **AKRF, INC.**, a corporation organized under the laws of the State of New York, with offices at 34 South Broadway, Suite 300, White Plains, New York 10601 (“Consultant”) (the City and Consultant are each a “Party,” and are referred to collectively as the “Parties”).

**WITNESSETH:**

**WHEREAS**, the City of Mount Vernon is in the process of updating its 1968 Comprehensive Plan; and

**WHEREAS**, the City desires to hire Consultant to perform the services described in this Agreement in connection with the City’s Comprehensive Plan update (“Comprehensive Plan Update”); and

**WHEREAS**, the term “City” is also used in this Agreement to refer collectively to the City of Mount Vernon and the City of Mount Vernon Department of Planning and Community Development (“PCD”), which is overseeing the Comprehensive Plan Update; and

**WHEREAS**, the Consultant desires to perform the services described in this Agreement.

**NOW THEREFORE**, in consideration of the premises and mutual covenants contained in this Agreement, the Parties agree as follows:

**I. TERM**

The term of this Agreement shall be for one (1) year, commencing on the date that it is executed by the City and the Consultant, unless sooner terminated pursuant to Section XI of this Agreement, or renewed upon the mutual consent of the Parties, in writing, for a successive one (1)-year term, subject to the same terms and conditions contained herein or as may otherwise be agreed in writing by the Parties.

**II. SERVICES TO BE PERFORMED**

**2.01. In General.** The services to be provided by the Consultant under this Agreement shall consist of those specific work tasks and deliverables identified in the Consultant’s “Mt. Vernon Comprehensive Plan: Technical, Planning and SEQRA Services]” dated July 25, 2024 (“Proposal”), annexed hereto as **Exhibit “A”** and made a part hereof (“Services” or “Scope of Services”), as may be amended, in writing, by the Parties, as well as the Services described in this Section II.

**2.02. Services Schedule.** The Services shall be completed in a timely manner and in strict accordance with the schedule for each Task set forth in the Proposal, and the Project schedule that is agreed upon between the City and Consultant pursuant to the Proposal, both of which may be amended, in writing, by the Parties.

**2.03. Coordination Between City and Consultant.** The City and Consultant shall communicate, at a minimum, via electronic mail as needed, and bi-weekly by telephone, for Consultant to provide an update on the status of the Services and any other matters with respect to the implementation of this Agreement and the Comprehensive Plan Update.

**2.04. Quarterly Reports.** Consultant shall submit a written quarterly report to the City, in such detail and at such other or additional times as may be reasonably requested by the PCD Commissioner and the City, summarizing the actual progress and status of the Services, provided during that reporting quarter, and a look-ahead schedule for the next quarter.

**2.05. Meetings With Mayor and/or City Council.** Consultant shall, as agreed upon within the Scope of Services, conduct in-person or virtual meetings with the City of Mount Vernon Mayor and/or City of Mount Vernon City Council to provide updates as to the actual progress and status of the Services and the Comprehensive Plan Update.

**2.06. Coordination With Other Professionals.** Consultant shall communicate regularly with the other professionals hired by the City to assist in the Comprehensive Plan Update, as agreed upon within the Scope of Services, in coordination with the PCD Commissioner.

**2.07. Additional Services.** If the Consultant is authorized by the City, in writing, to provide additional services, and the additional services are not due to the fault or negligence of the Consultant, the Consultant shall be compensated for the additional costs of the additional services on a time and materials basis in accordance with the hourly rates set forth in the Proposal or as otherwise agreed in writing by the Parties.

### **III. COMPENSATION**

**3.01. Amount of Compensation.** The amount of compensation to be paid to the Consultant as full consideration for its Services under Sections 2.01 through 2.06 of this Agreement shall be \$79,500.00. The allocation of the Consultant's total compensation shall be in accordance with the Pricing schedule set forth on Page 2 in the Proposal. The City shall not be liable for any additional services invoiced by the Consultant in excess of \$79,500.00 unless approved by the City in writing.

**3.02. Vouchers; Voucher Review and Approval.** Payments shall be made to the Consultant in arrears and shall be contingent upon (i) the Consultant submitting a claim voucher ("Voucher") to the City on a monthly basis as set forth in Section 3.03 and in a form satisfactory to the PCD Commissioner, which is accompanied by (a) an invoice from Consultant stating with reasonable specificity the Services that have been provided and the payment requested as the consideration for said Services (including, but not limited to, hours spent on each task and expenses), (b) a written progress report that elaborates upon the Services identified on the invoice(s), in such detail as may be reasonably requested by the PCD Commissioner and the City

to verify that the work for which payment is requested has been completed, (c) a certification confirming that the Services rendered and the payment requested are in accordance with the terms of this Agreement and the Proposal, and (c) any other documentation reasonably required by the City to support the amount of the payment requested, and to confirm completion of the Services for which payment is requested and (ii) PCD's review and written approval of the Voucher and supporting documentation.

**3.03. Payment.** The Consultant shall submit Vouchers on a monthly basis. The City shall process, approve and pay the Consultant within seven (7) weeks of PCD's receipt of all Vouchers. The City shall not be responsible to pay for work that was not performed or was not performed to the City's reasonable satisfaction in accordance with the terms of this Agreement. If the City objects to all or any portion of the invoice, the City shall notify the Consultant in writing within ten (10) days from receipt of Consultant's invoice, identifying the cause of any such disagreement, and pay when due that portion of the invoice that is not in dispute ("Notice of Invoice Dispute"). The City's failure to provide such Notice shall be evidence that the City has accepted the invoice as written. The Parties shall attempt in good faith to resolve any dispute, controversy or claim related to a disputed invoice. In the event the Parties cannot resolve a dispute regarding the invoiced amount within thirty (30) days after receipt by the Consultant of the City's Notice of Invoice Dispute, the Parties agree to submit the dispute to mediation and may use any mediator upon which the Parties mutually agree. The cost of any mediation shall be split equally between the Parties. If the Parties are unsuccessful in their good faith attempt to mediate the dispute, the dispute may, on the agreement of both Parties, be settled by arbitration.

**3.04. Changes in Services.** If the City or the Consultant request changes to the Services, the Consultant and the City, upon mutual agreement, shall execute a written change order describing the changes to the Services and authorized budget. The Consultant shall make no changes to the Services, nor be reimbursed for costs related to any such changes, unless approved by the City in writing. The Consultant shall be compensated for any authorized changes to the Services on a time and materials basis in accordance with the hourly rates set forth in the Proposal or as otherwise agreed in writing by the Parties.

#### **IV. CONSULTANT'S RESPONSIBILITIES**

**4.01. Standard of Care.** The Consultant shall perform the Services in a good and workmanlike manner, consistent with the level of care and skill generally exercised by consultants providing the same or similar professional services in Westchester County, New York. All Services are subject to final approval by the PCD Commissioner. The Consultant shall perform the Services expeditiously, as is reasonably possible, and with due consideration of the time requirements of the City and in strict accordance with all agreed upon schedules.

**4.02. Defective Services.** The Consultant shall, without additional compensation and at its sole cost and expense, correct or revise any of its Services, including, but not limited to, any reports and/or other deliverables, not performed in accordance with the Standard of Care in Section 4.01 as reasonably determined by the City, and which is made known to the Consultant by the City within one (1) year after any such deliverable is received by the City.

## **V. CITY'S RESPONSIBILITIES**

**5.01. Information.** The City agrees to provide information in its possession, including, but not limited to, surveys, studies, reports, data, plans, maps and/or other information related to the Comprehensive Plan Update.

**5.02. Cooperation with the Consultant.** The City shall cooperate with the Consultant to complete the Services in a timely, efficient and cost-effective manner.

## **VI. SUBCONTRACTING**

The Consultant acknowledges that the City has entered into this Agreement based on facts and representations made by the Consultant and based on the Consultant's ability to perform the work as promised. Therefore, the Consultant may not subcontract any work without prior written approval of the City.

## **VII. CONFIDENTIALITY**

The Consultant shall consider all of the City's information confidential and shall not disclose the City's information or its findings to any third party unless directed by a court order. In such event, the Consultant shall cooperate with the City by providing as much notice as possible under the circumstances and by other lawful means as the City may request. With the City's prior written approval, the Consultant may use the City's name and a general description of the Services as a reference for business development purposes.

## **VIII. OWNERSHIP OF DOCUMENTS AND MATERIALS**

All documents, including reports, drawings and specifications conceived, derived from, or prepared by the Consultant pursuant to this Agreement, including drafts thereof, are instruments of its service and the Consultant shall retain a true copy of all information provided to the City under this Agreement for a period of three (3) years from the date of final payment. All information prepared by the Consultant pursuant to this Agreement is the City's property and shall be turned over to the City promptly at the City's request or upon the termination of the Agreement, whichever is earlier. The City agrees that the Consultant's information is not to be used by the City or any other party in any way not directly related to the purpose of the Services under which the information was created or compiled. Solely for the purposes of any applicable copyright law, all such works shall be deemed "works made for hire" and owned by the City. The City may make copies of the Consultant's reports available to other parties. However, the City shall not disclose any portions or excerpts of any report in a way that may mislead others. The Consultant shall have no obligation to any third party unless agreed to in writing and is not responsible for the City's use of the Consultant's work product in any other project or by any other party.

**IX. INSURANCE**

**9.01. Insurance Required.** At all times beginning on the date hereof, the Consultant shall, at its own expense, maintain or cause to be maintained at least the following minimum insurance coverage, naming the City as additional insured:

<u>Insurance</u>	<u>Limits</u>
Worker’s Compensation Coverage A	Statutory
Employer’s Liability/Coverage B	\$1,000,000 each accident
Commercial General Liability (including Contractual Liability, Bodily Injury and Property Damage combined, and Personal Injury)	\$1,000,000 each occurrence \$2,000,000 in aggregate
Commercial Automobile Liability (Bodily Injury and Property Damage)	\$1,000,000 each occurrence \$1,000,000 in aggregate
Professional Liability	\$1,000,000 each claim \$1,000,000 in aggregate

All premiums with respect to the foregoing insurance shall be paid when due by the Consultant. The aforesaid coverage limits may be adjusted from time to time by the City in order to account for inflation, loss experience or other factors.

**9.02. Additional Provisions Respecting Insurance.** All insurance required by Section 9.01 hereof shall be procured and maintained in financially sound and generally recognized responsible insurance companies selected by the Consultant and authorized to write such insurance in New York State. All insurance required by Section 9.01 hereof shall be occurrence based. Such insurers shall have a minimum policy holder rating of no less than “A” pursuant to the latest rating publication of Property and Casualty Insurers by A.M. Best Company and have a financial strength rating of no less than “10”. Such insurance may provide deductible amounts in such maximum amounts as may be recommended by an independent insurance consultant retained by the Consultant. All insurance policies carried in accordance with Section 9.01 hereof and all policies taken out in substitution or replacement for any such policies: shall provide that the insurance shall not be invalidated by any action or inaction of any person and shall insure the City regardless of any breach or violation by any person of any warranties, declarations or conditions contained in such policies; shall provide that as against the City, as the case may be, the insurers shall waive any rights of subrogation, any right of set-off and counterclaim and any other right of deduction whether by attachment or otherwise (except for claims arising out of the willful misconduct or gross negligence of such insured); and shall provide that if such insurance is canceled for any reason whatever, or is changed in any material respect or if such insurance is allowed to lapse for nonpayment of premium, such cancellation, change or lapse shall not be effective for thirty (30) days after receipt by the City of written notice from such insurers of such cancellation, change or lapse; provided, however, that if it is not commercially practicable at the time of contracting for such insurance to obtain the requirements specified above, such policies shall provide for such requirements for as long a period as shall then be commercially practicable to obtain, if any. Each

insurance policy required under Section 9.01 hereof shall be primary without the right of contribution from any other insurance which is carried by or on behalf of the Consultant.

**9.03. Certificates, etc.** Upon request, the Consultant shall furnish to the City copies of all insurance policies, binders and cover notes or other evidence of such insurance required under Section 9.01 hereof. The Consultant shall cause such firms to advise the City in writing promptly of any default in the payment of any premium and of any other act or omission of which they have knowledge, and which might invalidate or render unenforceable, in whole or in part, any insurance required under Section 9.01 hereof.

## **X. INDEMNIFICATION.**

The Consultant shall indemnify and save the City harmless against and from all claims, actions or judgments for loss, damage or injury, including death or personal or property damage of any kind or nature, by or on behalf of any person, firm, corporation and/or other legal entity arising from Consultant's obligations under this Agreement, including without limitation, any act or negligence of Consultant's employees. Notwithstanding the foregoing provisions, the Consultant shall not be required to indemnify the City for the City's own gross negligence or willful misconduct. All references to the City in this Section X shall be deemed to include its members, directors, officers, employees, Consultants and agents. In the event a claim is made, or an action is brought, the Consultant shall have the right to defend such claim or action, at its sole cost and expense, with attorneys reasonably acceptable to the City. No such claim or action shall be settled without the consent of the City, which shall not be unreasonably withheld, conditioned or delayed. Notwithstanding anything to the contrary contained herein, the indemnification obligations hereunder shall survive the termination of this Agreement for the applicable statute of limitations period.

## **XI. DEFAULT/TERMINATION**

### **11.01. Termination for Cause.**

(a) If the Consultant fails to perform any of its material obligations under this Agreement, the City shall give the Consultant written notice of such alleged violation, and the Consultant shall have a period of ten (10) business days from its receipt of such notice to effectuate a cure. If the City finds that the Consultant has diligently commenced and prosecuted efforts to effectuate a cure during such time period, then the time period shall be extended for so long as the Consultant continues to proceed diligently with the effectuation of such cure. If the City finds that the Consultant is unable to commence to effectuate a cure of an alleged violation in the initial ten (10) business day period due to circumstances beyond the reasonable control of the Consultant, then upon request by the Consultant, the City, in the exercise of its reasonable judgment, may allow the Consultant an additional period of time in which to commence to effectuate a cure.

(b) If the Consultant fails to perform any of its material obligations under this Agreement, and the Consultant fails to cure such alleged violation within the applicable time period, then upon the expiration of the applicable time period, the City shall be entitled to any remedy available in law or at equity, including termination of this Agreement for cause, in which

case the City shall be permitted immediately to enter into a new agreement(s) with a different party to assume any portion or all of the Consultant's responsibilities hereunder.

(c) For the purposes of this Agreement, "Cause" shall mean a Party's material breach of the terms of this Agreement, including a material failure to fulfill the duties and obligations set forth under this Agreement.

(d) If the City fails to perform any of its material obligations under this Agreement, the Consultant shall give the City written notice of such alleged violation, and the City shall have a period of ten (10) business days from its receipt of such notice to effectuate a cure. If the Consultant finds that the City has diligently commenced and prosecuted efforts to effectuate a cure during such time period, then the time period shall be extended for so long as the City continues to proceed diligently with the effectuation of such cure. If the Consultant finds that the City is unable to commence to effectuate a cure of an alleged violation in the initial ten (10) business Day period due to circumstances beyond the reasonable control of the City, then upon request by the City, the Consultant, in the exercise of its reasonable judgment, may allow the City an additional period of time in which to commence to effectuate a cure.

(e) If the City fails to perform any of its material obligations under this Agreement, and the City fails to cure such alleged violation within the applicable time period, then upon the expiration of the applicable time period, the Consultant shall be entitled to any remedy available in law or at equity, including termination of this Agreement for cause.

**11.02. Termination for Convenience.** The City, in its sole discretion, may terminate this Agreement for its convenience on written notice to the Consultant of its intent to terminate. Each Party shall be subject to all provisions of this Agreement during the period after notice and prior to the effective date of termination, unless otherwise agreed in writing.

**11.03. Procedures After Termination.**

(a) Upon termination of the Agreement in accordance with either Section 11.01 or 11.02, the Consultant shall submit a final Voucher and invoice to the City as soon as practical after the effective date of termination. The final invoice shall reflect all Services and charges up to the effective termination date, including the cost to demobilize and terminate the Services. The Consultant shall not be reimbursed for any deficient Services, determined in the City's sole discretion, performed under this Agreement. The Consultant shall return all documents provided to the Consultant by the City for informational purposes and shall submit copies of all work product documents to the City for its records. All work product documents shall be submitted electronically in native file format within ten (10) days of termination.

(b) The City shall review and pay the Consultant's final Voucher and invoice in accordance with the payment procedures under Section 3.03 of this Agreement.

**XII. NOTICES**

Any notice, communication, consent, direction, approval, instruction, request and other communication required to be given to or served upon either Party hereto shall be given or served

by personal service or by express delivery or by mailing the same, postage prepaid, by the United States registered or certified mail, return receipt requested, to the following address:

Consultant: AKRF, Inc.  
34 South Broadway, Suite 300  
White Plains, NY 10601  
Attention: Peter Feroe, AICP, Vice President

Client: City of Mount Vernon  
Department of Planning & Community Development  
One Roosevelt Square  
Mount Vernon, NY 10550  
Attention: James Rausse, FAICP, Commissioner

Such notice shall become effective one (1) business day after being deposited with any nationally recognized overnight carrier or, if delivered by hand, when received, or 3<sup>rd</sup> business day if sent by certified mail, return receipt requested. Either Party may designate a substitute address(es) at any time hereafter by written notice thereof to the other Party.

### **XIII. COVENANTS OF GOOD FAITH AND FAIR DEALING**

The Parties recognize that the successful implementation of this Agreement will require coordination among them, as well as with the other consultants working on the Comprehensive Plan Update. Accordingly, this Agreement imposes an obligation of good faith and fair dealing on the Parties in the performance and enforcement of their respective rights and obligations under this Agreement. The Parties agree that each will be held to a standard of good faith and fair dealing, cooperate to facilitate the other's performance, will respond promptly and completely to the reasonable requests of the other, and proceed to fulfill their obligations under this Agreement diligently.

### **XIV. MONITORING OF PERFORMANCE**

The City shall have the right during the term of this Agreement and for the period limited by the applicable statute of limitations to ensure that the services to be provided by the Consultant have been provided as agreed. The Consultant hereby consents to the examination of its records and agrees to provide to the City, or permit the City to obtain, copies of any documents relating to its performance hereunder. The Consultant shall maintain all records required by this paragraph for seven (7) years after the date this Agreement is terminated or ends.

### **XV. NON-DISCRIMINATION**

The Consultant acknowledges receipt of a copy of the City's Equal Employment Opportunity Statement. The Consultant assures the City of Mount Vernon, New York that it will comply with all applicable laws and regulations prohibiting discrimination in employment on the ground of race, religion, creed, color, national origin, sex, disability, marital status and other non-merit factors. The Consultant understands and agrees that this Agreement can be terminated upon

a finding by any governmental agency that the undersigned is in violation of applicable discrimination laws and that such finding will also disqualify the Consultant from future contracts with the City. The Consultant certifies to the City that there is no pending or outstanding decision, ruling or order against the Consultant finding the Consultant in violation of laws against discrimination nor is any such action pending or threatened.

## **XVI. MISCELLANEOUS**

**16.01. Amendment.** This Agreement may be amended from time to time by written amendment hereto, and executed by the City and the Consultant.

**16.02. Assignment.** The Consultant shall not assign any of its rights, interests, or obligations under this Agreement without the prior express written consent of the City, which shall be in the City's sole discretion.

**16.03. Independent Contractor.** It is understood and agreed that in entering into this Agreement and in rendering services pursuant thereto, the Consultant shall have the status of an independent contractor, and nothing herein contained shall contemplate or constitute the Consultant as an employee, partner or agent or a participant in a joint venture with the City or PCD for any purposes. It is the intent of the Parties that the Consultant shall have no claim against the City hereunder or otherwise for any fringe benefits, including, but not limited to, vacation pay, sick leave, retirement benefits or credits, unemployment insurance benefits or employee benefits of any kind. The Consultant shall be solely responsible for its employees and for their actions, compensation, benefits, contributions and taxes.

**16.04. Force Majeure.** Neither Party shall be in violation of this Agreement for failure to perform any of its obligations by reason of strikes, boycotts, labor disputes, embargoes, shortages of materials, acts of God, acts of the public enemy, acts of public authority, weather conditions, riots, rebellion, accidents, sabotage or any other circumstances for which it is not responsible and which are not within its control.

**16.05. Construction and Applicable Law.** The section headings in this Agreement are for convenience of reference only and shall not control, affect the meaning of or be taken as an interpretation of any provision hereof. This Agreement has been negotiated and delivered in the State of New York and shall in all respects be governed by and construed in accordance with the laws of the State, including matters of construction, validity and performance. The Consultant shall comply with all applicable Federal, State, and local laws and regulations. All disputes relating to this Agreement shall be heard in a court of competent jurisdiction having venue in Westchester County.

**16.06. Approvals.** Except as otherwise provided herein, whenever the approval of either Party is required herein, such approval shall not be unreasonably withheld or delayed.

**16.07. Waivers.** No waiver of default by either Party of any term, covenant or condition hereof to be performed or observed by the other Party shall be construed as, or operate as, a waiver of any subsequent default of the same or any other term, covenant or condition hereof.

**16.08. Severability.** If any provision hereof is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect any other provision hereof, provided such invalidity does not materially prejudice either Party in its rights and obligations contained in the valid provisions of this Agreement.

**16.09. Paragraph Headings.** The paragraph headings in this Agreement are included solely for reference, and shall not define, limit, or affect the construction or interpretation of this Agreement.

**16.10. No Personal Liability.** Notwithstanding anything in this Agreement to the contrary, the obligations and agreements of the City and Consultant contained herein and any other instrument or document executed in connection herewith, and any other instrument or document supplemental hereto, shall be deemed the obligations and agreements of the City and the Consultant and not of any member, director, officer, agent or employee of the City or the Consultant in his/her individual capacity, and the members, directors, officers, agents and employees of the City and the Consultant shall not be liable personally hereon or thereon or be subject to any personal liability or accountability based upon or in respect hereof or of any transaction contemplated hereby.

**16.11. Effectiveness.** This Agreement, together with all exhibits hereto, constitutes the entire agreement between the Parties, and all other representations or statements heretofore made, verbal or written, are merged herein.

**16.12. Counterparts.** This Agreement may be executed in several counterparts and all such executed counterparts shall constitute a single agreement, binding on all of the Parties, their successors and assigns. A copy of an electronic or facsimile signature shall have the same force and effect as if it were an original signature.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement as of the date first above written.

This Agreement is authorized by Resolution No. \_\_\_\_\_, adopted by the City of Mount Vernon, New York on the \_\_\_\_ day of August, 2024.

**CITY OF MOUNT VERNON**

**AKRF, INC.**

\_\_\_\_\_, \_\_\_/\_\_\_/2024  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_, \_\_\_/\_\_\_/2024  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

**Exhibit “A”**

Mt. Vernon Comprehensive Plan: Technical, Planning and SEQRA Services, dated July 24, 2024



***Environmental, Planning, and Engineering Consultants***

34 South Broadway  
Suite 300  
White Plains, NY 10601  
tel: 914 949-7336  
fax: 929 284-1085  
[www.akrf.com](http://www.akrf.com)

~~July 2, 2024~~ July 25, 2024

James Rausse, FAICP; Commissioner  
Department of Planning & Community Development  
City of Mount Vernon  
1 Roosevelt Square North  
Mt. Vernon, NY 10550

**Re: Mt. Vernon Comprehensive Plan: Technical, Planning, and SEQRA Services**

Dear Commissioner Rausse:

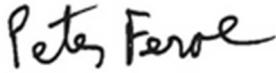
AKRF, Inc. (“AKRF” or the “Consultant”) is pleased to present this proposal to provide SEQRA and planning support services to the City of Mount Vernon, New York (the “Client”) in connection with the preparation, environmental review, and adoption of a Comprehensive Plan for the City (the “Project”). AKRF understands that the Client plans to directly engage several consultants to facilitate and prepare the Comprehensive Plan, including BRS, Cleary Consulting, and Hudson Valley Pattern for Progress. AKRF has also been requested to provide certain services to the City, as outlined below, which generally include preparing a summary of existing conditions for certain subject areas, preparing and participating in public engagement around those subject areas, preparing high-level recommendations for those subject areas, and supporting the environmental review of the Plan pursuant to the NY State Environmental Quality Review Act (SEQRA).<sup>1</sup> As you know, AKRF is a regional leader in providing planning and environmental review services for both private and public-sector clients.

This proposal describes AKRF’s scope of services, including the preparation of certain materials in support of the development of the Comprehensive Plan as well as SEQRA related services. AKRF proposes to provide the Client with the specific services set forth in the “Scope of Services,” compensation for which shall be in accordance with the “Fee Schedule” included as **Table A**. We look forward to working with City officials and staff, the Comprehensive Plan consulting team, and the residents of the City on completing this important effort.

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<sup>1</sup> With respect to the City’s prior efforts to prepare a Comprehensive Plan, AKRF understands that the City terminated a prior contract for a separate consultant to prepare a Comprehensive Plan. AKRF was a party to a subcontract agreement through the City’s prime contract with respect to the provision of certain services. This proposal, and any resulting contract therefrom, is separate from AKRF’s previous subcontract and the City’s prior prime contract. This proposal includes a distinct Scope of Services that would be provided directly to the City of Mount Vernon. The Scope of Services proposed is in recognition of the new and expanded scope of work desired by the City in relation to the preparation of a Comprehensive Plan.

Sincerely,  
AKRF, Inc.



Peter Feroe, AICP  
Vice President | Planning & Land Development

**Table A  
Fee Schedule**

Task	Fee	Billing Type <sup>1</sup>
1000: Kick-off Meeting	<del>\$1,000</del> \$500	LS
1010: Bi-Weekly Meetings (20)	<del>\$7,500</del> \$5,000	TM
1100: Council-Mayoral Updates (4)	<del>\$4,500</del> \$2,000	LS
2020: Community Engagement Plan & Survey	<del>\$3,000</del> \$2,500	LS
2030: Community Conversations (6)	<del>\$6,000</del> \$4,000	TM
2070: City-Wide Public Meetings-Hearings	\$5,000	TM
3200: Taking Stock (Ch 2)	<del>\$15,000</del> \$12,500	LS
3500: Core Concepts (Ch 5)	<del>\$5,000</del> \$3,000	LS
3503: Safe & Equitable Mobility (Ch 5)	<del>\$15,000</del> \$12,000	LS
3504: Traffic & Parking (Ch 5)	<del>\$10,000</del> \$8,000	LS
3506: Green Space & Connections to Natural Environment (Ch 5)	\$5,000	LS
3508: Public Realm & Streetscapes (Ch 5)	\$7,500	LS
3509: Resiliency & Sustainability (Ch 5)	\$7,500	LS
3900: Comprehensive Plan General Review & Support	<del>\$5,000</del> \$3,000	LS
4100: FEAF & Supplementary Narrative	<del>\$15,000</del> \$2,000	LS
<b>TOTAL</b>	<b><del>\$112,000</del> \$79,500</b>	
LS = Lump Sum TM = Time & Materials. The fee listed for TM phases represents an initial budget allowance. TM phases will be billed based on AKRF's hourly rates.		

## **Scope of Services**

### **PROJECT MANAGEMENT (1000 series)**

#### **TASK 1000: KICK-OFF MEETING**

AKRF would prepare for and attend a kick-off meeting with the entire Project Team, including all consultants and PCD. AKRF assumes this is a virtual meeting that is being led by PCD.

AKRF would complete this task for a Lump Sum of ~~\$1,000~~\$500. If this is an in-person meeting, AKRF's would invoice the Client for the actual costs incurred, including those costs greater than the lump sum, based on our rate schedule and the actual effort incurred.

#### **TASK 1010: ~~BI-WEEKLY~~TEAM MEETINGS**

During the course of the Project, AKRF would participate in ~~bi-weekly~~periodic conference calls with the City and other Project team members to discuss various aspects of the Project as a whole and to strategize about the completion of the Project. AKRF's effort to prepare for, attend, and follow-up from these meetings would be included in this task. AKRF staff attending meetings or participating in calls and other coordination efforts will be limited to those needed to address the topics to be covered.

AKRF would invoice the City for this effort on a Time & Materials basis in accordance with our established rate schedule. AKRF assumes that its staff will only participate in a total of 20-10 of the bi-weekly~~periodic~~ meetings over the course of the project. AKRF assumes that it would not need to be present at all team calls or meetings. Based on this assumption, AKRF proposes an initial, not-to exceed, budget allowance of ~~\$7,500~~5,000 for this Task. Should effort in addition to this amount be required, AKRF would notify the Client in writing.

#### **TASK 1100: COUNCIL AND MAYORAL UPDATES**

During the course of the Project, AKRF anticipates participating in four (4) in-person meetings with the City Council and/or Mayor to discuss the Project's progress as well specific Plan topics and/or edits to the document. AKRF would invoice the City for this effort on a Time & Materials basis in accordance with our established rate schedule. Based on this assumption, AKRF proposes an initial, not-to exceed, budget allowance of ~~\$4,500~~2,000 for this Task. Should effort in addition to this amount be required, AKRF would notify the Client in writing.

### **PUBLIC ENGAGEMENT (2000 series)**

AKRF understands that the Client has retained the services of a BRS, Inc. to lead public engagement services related to the Comprehensive Plan. Our understanding of the scope associated with the services that BRS will provide is based on their May 17, 2024 proposal, which was last revised on June 4, 2024.

In order to provide the technical scope of services that the Client has requested of AKRF, AKRF must be involved with public engagement process. In general, AKRF would work with BRS, PCD, and the other consultants to frame the information that is needed from the public in order to complete our technical scope. This would include information about existing conditions in the City, issue identification, and potential future changes that are desired. The tasks below detail the various tasks associated with AKRF's public engagement effort and are intended to follow the outline of the tasks in the BRS proposal.

**TASK 2020: COMMUNITY ENGAGEMENT PLAN & SURVEY**

AKRF would provide support to BRS in their development of the Community Engagement Plan & Survey. Specifically, AKRF would provide BRS with the topics and questions around which public engagement ~~should~~ could be structured for the ~~specific~~ topic areas that AKRF would be leading for the Comprehensive Plan, as identified below. This would include suggested existing condition information as well as feedback on potential recommendations. AKRF anticipates no more than ~~two~~ one round~~s~~ of coordination with BRS and PCD on the content provided by AKRF.

AKRF would complete this Task for a Lump Sum of ~~\$3,000~~ \$2,500.

**TASK 2030: COMMUNITY CONVERSATIONS**

AKRF staff would attend the planned community conversations to participate in and directly receive feedback from the community on the topic areas that AKRF would be leading for the Comprehensive Plan.

AKRF would invoice the City for this effort on a Time & Materials basis in accordance with our established rate schedule. For budgeting purposes, we assume that the community conversations are no more than two hours in length and that up to one or two (2) AKRF staff would attend each five of the six (6) community conversations and would not attend the “industrial”-themed conversation; therefore, AKRF proposes an initial, not-to exceed, budget allowance of ~~\$6,000~~ \$4,000 for this Task. If fewer AKRF staff are required, or if attendance at fewer conversations is determined to be adequate, AKRF would only invoice the City for the effort incurred. Should effort in addition to this amount be required, AKRF would notify the Client in writing.

Please note that AKRF’s principal-in-charge for this Project, Peter Feroe, AICP, will not attend all community conversations. For this Project, a robust team of land use and transportation planners has been assembled and, as such, different staff can be expected to attend different meetings.

**TASK 2070: CITY-WIDE PUBLIC MEETINGS**

BRS proposed two city-wide public meetings, one virtual and one in-person, near the end of the planning process in order to provide an additional round of feedback on the plan as well as to reflect back the community’s feedback in the final plan. AKRF assumes that the in-person public meeting will also be the statutorily required City Council public hearing on the Comprehensive Plan.<sup>2</sup>

AKRF would help prepare for, provide content for, attend, and present at both City-wide public meetings. AKRF’s effort would focus on the specific topic areas outlined below. AKRF assumes that it would provide content to another City consultant for inclusion into a presentation that they are preparing. We also assume no more than two rounds of revision.

AKRF would invoice the City for this effort on a Time & Materials basis in accordance with our established rate schedule. Based on the assumptions outlined above, AKRF proposes an initial, not-to exceed, budget allowance of \$5,000 for this Task. Should effort in addition to this amount be required, AKRF would notify the Client in writing.

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<sup>2</sup> §28-a.7(a) of NYS General City Law requires that the City Council hold one or more public hearings during the preparation of the plan and, in addition, one or more public hearings prior to adoption of the plan. AKRF assumes that the public hearings conducted for Phase 1 of the Comprehensive Plan will serve as the required hearing during the preparation of the Plan. AKRF assumes that the in-person, City-wide meeting proposed by BRS at the end of the planning process will serve as the public hearing required prior to adoption of the plan.

## **COMPREHENSIVE PLAN PREPARATION (3000 series)**

AKRF would assist with the preparation of the Comprehensive Plan. The tasks in this section detail AKRF's effort associated with preparing content for various sections of the Comprehensive Plan. The tasks are organized by the Comprehensive Plan chapters and sub-sections, as prepared by Cleary Consulting. This scope assumes that AKRF would provide content (i.e., text and graphics) to Cleary Consulting, and that Cleary Consulting would be responsible for integrating content from various City Consultants and laying the document out in a single, cohesive design and voice.

### **TASK 3200: TAKING STOCK (CH2)**

AKRF would be the primary author of the "Land Use & Zoning," "Transportation & Mobility," and "Natural Environment" sections of Chapter 2, "Taking Stock," of the Comprehensive Plan.

With respect to Land Use & Zoning, AKRF would utilize the work performed under its prior subcontract with MUD Workshop for Phase I of the Comprehensive Plan. AKRF would build on this work by conducting a deeper dive on the specific use and dimensional requirements of the zoning districts outside of downtown.

With respect to both Transportation and Natural Environment, AKRF would prepare high-level existing conditions for these topics based on desktop research, information provided to AKRF from City staff and officials, and information provided by BRS to AKRF as the "findings" of the public engagement work.

*AKRF assumes that MUD Workshop will have released the City to utilize the existing conditions data on these topics that was provided to the City, in draft form, during Phase I of the Comprehensive Plan. Should this information not be available to utilize in the Comprehensive Plan, AKRF would provide the City with an additional scope and budget that will be required to build these sections without the benefit of the prior work.*

AKRF would complete this Task for a Lump Sum of ~~\$15,000~~ \$12,500. This cost assumes that AKRF would respond to up to two rounds of consolidated comments from PCD and the Project Team and one round of comments from the City Council. Additional rounds of review and revision will be invoiced on a Time & Materials basis in accordance with our rate schedule.

### **TASK 3500: CORE CONCEPTS (CH5)**

AKRF would provide support to the primary authors of various sections in Chapter 5, "Core Concepts," of the Comprehensive Plan. (The sections for which AKRF would be the primary author are listed below, together with a specific scope and budget.) AKRF anticipates co-authoring the following sections: "Neighborhood Diversity and Inclusion" and "Reliable and Modern Infrastructure." With respect to Neighborhood Diversity & Inclusion, AKRF would evaluate the zoning recommendations prepared as part of Phase I of the Comprehensive Plan, and the public engagement concerning land uses and neighborhoods conducted by BRS, in order to identify common zoning-level themes for advancing this goal. With respect to Infrastructure, AKRF would obtain from the City information on known electric and gas system conditions, needs, and planned projects. AKRF would summarize this information in the Plan, together with information gained by desktop research on overall utility system upgrades and trends. AKRF would identify potential strategies for strengthening the utilities within the City, particularly in light of the State's climate goals.

In addition to co-authoring those sections, AKRF would also provide support to Cleary Consulting and Pattern for Progress in the drafting and internal revisions of the other sections of the "Core Concepts" chapter. This support would be focused on integrating the recommendations from the areas for which AKRF is the primary consultant, into the other sections and recommendations of the document.

AKRF would complete this Task for a Lump Sum of ~~\$5,000~~ \$3,000.

**TASKS 3503 AND 3504: SAFE & EQUITABLE MOBILITY; TRAFFIC & PARKING (CH5)**

AKRF would prepare the Safe & Equitable Mobility and Traffic and Parking sections of the updated Comprehensive Plan. This would include a high-level review of the existing transportation infrastructure, including the roadways, public parking, public transit, sidewalks, bicycle lanes, and crash history. AKRF would also conduct a walking audit of up to ~~four~~three half-mile corridors in the City of Mount Vernon with City Staff and other stakeholders to identify transportation deficiencies in the existing transportation infrastructure. AKRF would review the City's off-street parking requirements for new developments, expanding on our review of multifamily residential parking requirements completed in Phase 1 of the Plan, to identify potential changes that the City could explore to meet the goals set forth in the other sections of the Comprehensive Plan. Based on the findings of the transportation infrastructure review, walking audit, public input, and strategies identified in the other chapters, AKRF would develop a set of recommendations that could be deployed throughout the City to improve transportation and parking infrastructure.

AKRF would complete this task, which includes two sections of the Plan, for a Lump Sum of ~~\$25,000~~\$20,000.

**TASK 3506: GREEN SPACE & CONNECTIONS TO THE NATURAL ENVIRONMENT (CH5)**

AKRF would be the primary author of the "Green Space & Connections to the Natural Environment" section of Chapter 5, "Core Concepts," of the Comprehensive Plan. AKRF would utilize the work contained in the Downtown Vision report, the other *draft* sections of the Comprehensive Plan provided to the City by MUD Workshop as part of Phase 1, as well as input from the various public engagement sessions.

AKRF would identify high-level, programmatic goals and objectives for enhancing existing, and creating new opportunities for citizens to engage with the natural environment and benefit from natural systems in their everyday life. Recommendations are likely to include relevant best-practices, identifying specific, targeted analyses, and identifying potential funding sources.

AKRF would complete this task for a Lump Sum of \$5,000.

**TASK 3508: PUBLIC REALM & STREETSCAPES (CH5)**

AKRF would be the ~~co~~primary author of the "Public Realm & Streetscapes" section of Chapter 5, "Core Concepts," of the Comprehensive Plan, ~~together with Cleary Consulting.~~

AKRF would base this section on, and utilize the work contained in, the Downtown Vision report, the other draft sections of the Comprehensive Plan provided to the City by MUD Workshop as part of Phase 1, as well as input from the various public engagement sessions. AKRF's primary original contribution to this section would be an identification of the ways in which the City's zoning and other regulations would need to be amended to allow, facilitate, and encourage the types of streetscapes and public realm improvements that are desired. This task does not include the preparation of design guidelines or standards, nor streetscape designs or standards.

AKRF would complete this task for a Lump Sum of \$7,500.

**TASK 3509: RESILIENCY & SUSTAINABILITY (CH5)**

AKRF would be the primary author of the "Resiliency & Sustainability" section of Chapter 5, "Core Concepts," of the Comprehensive Plan. AKRF would utilize the work contained in the Downtown Vision report, as well as the other *draft* sections of the Comprehensive Plan provided to the City by MUD Workshop as well as input from the various public engagement sessions.

AKRF would identify high-level, programmatic goals and objectives for enhancing the sustainability and resiliency of the City. Some of the recommendations included in this section would be drawn from other substantive sections of the Plan, while other recommendations would be drawn from best practices and the results of the public engagement.

AKRF would complete this task for a Lump Sum of \$7,500.

**TASK 3900: COMPREHENSIVE PLAN GENERAL REVIEW AND SUPPORT**

AKRF would support and review, as necessary, internal drafts of the Chapters of the Comprehensive Plan for which it is not the primary author. This includes the “Introduction,” “Building a Vision,” “Placemaking,” and “Implementation.” AKRF’s review and support of these chapters would ensure consistency and continuity with respect to the technical areas for which it is responsible, as well as assist in providing an integrated and unified plan.

AKRF would complete this task for a Lump Sum of ~~\$5,000~~\$3,000.

**SEQRA SERVICES SCOPE OF WORK (4000 series)****TASK 4100: FEAF & SUPPLEMENTARY NARRATIVE**

AKRF understands that the Client intends to pursue a Negative Declaration of Environmental significance pursuant to the NY State Environmental Quality Review Act (SEQRA) based primarily on the fact that the City intends that the Comprehensive Plan include only high-level goals and recommendations and will not include specific zoning or other programmatic changes. Instead, the City acknowledges that specific zoning, programmatic, and physical changes considered by the Comprehensive Plan would be subject to their own SEQRA review at the time they are being considered for implementation.

AKRF understands that Zarin & Steinmetz would prepare Parts 1, 2, and 3 of the Full Environmental Assessment Form (FEAF), as required for adoption of a Comprehensive Plan, which is a Type 1 action under SEQRA.

AKRF would be available to provide **limited, qualitative** assistance to Zarin & Steinmetz with respect to their preparation of the Negative Declaration. AKRF proposes a limited, initial allowance of \$2,000, which we would bill on a Time & Material basis. If AKRF’s assistance is not needed, we would not utilize this allowance. If the City requires assistance from AKRF in addition to this amount, AKRF would request additional authorization from the City and would wait for approval of that authorization before performing additional work. also prepare a *limited* supplementary narrative that would accompany the FEAF and serve as the basis for the Negative Declaration. The narrative would be based, in large part, on the text of the draft Comprehensive Plan and would document, at a high level, the potential benefits and impacts of the various proposed policies, the alternative policies considered, and the significant public outreach undertaken as part of the Plan process.

Note that this task does not include detailed, quantified, analyses of various environmental topics. As the Comprehensive Plan is anticipated to contain high-level recommendations that require further formulation into specific proposals to implement, detailed and quantitative analyses of topics, such as traffic, are not required and would not be instructive. Further, AKRF understands that for the same reason stated above, the Plan is not anticipated to contain a “build-out” that would estimate changes in population based on plan recommendations.

AKRF would prepare the FEAF and supplementary narrative for a Lump Sum of \$15,000. This cost assumes AKRF would revise the documents based on two rounds of consolidated comments from PCD and other consultants and one round of review from the City Council and Mayor. Additional rounds of revision would be billed on a Time & Materials basis. This cost does NOT include the preparation of resolution documents adopting the Negative Declaration or the Plan itself. \*

**For Time & Materials tasks, AKRF would invoice the City based on our hourly rates.**

**AKRF, Inc. HOURLY BILLING RATES**

<b>AKRF Hourly Rate Schedule</b>	
<b>Employee Category</b>	<b>Hourly Rate</b>
Senior Officer	\$255
Officer	\$245
Senior Technical Director	\$230
Technical Director	\$215
Senior Professional	\$195
Professional II	\$160
Professional I	\$150
Technical II	\$140
Technical I	\$115
Notes: Out of pocket expenses will be billed at actual cost. These rates are effective through December 31, 2024.	



# 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 -805

**Agenda Date:** 8/14/2024

**Agenda #:** 56.

### City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR  
TO EXECUTE A CONTRACT WITH  
MID-HUDSON PATTERN FOR PROGRESS  
FOR PLANNING ANALYSIS SERVICES FOR  
THE MOUNT VERNON COMPREHENSIVE PLAN**

**Whereas**, by letter dated August 6, 2024, the Commissioner for the Department of Planning & Community Development has requested legislation authorizing the Mayor to execute a contract with Mid-Hudson Pattern for Progress to provide planning analysis services for the Mount Vernon Comprehensive Plan; and

**Whereas**, the City of Mount Vernon seeks to develop a Comprehensive Plan to guide future growth and development, addressing critical areas such as housing, economic development, urban design, open space and parks, traffic, climate change and resilience, air quality, zoning, and public policy; and

**Whereas**, Mid-Hudson Pattern for Progress has been identified as a qualified consultant to provide planning analysis services essential for completing the Mount Vernon Comprehensive Plan; and

**Whereas**, the service contract fee for the consultant will be paid using funds from the Department of Planning and Community Development Contracted Outside Services budget line A8020.405; and

**Whereas**, the Department of Planning and Community Development will collaborate with the consultant to manage the day-to-day operations and implementation of the study; **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 authorized to execute a contract with Mid-Hudson Pattern for Progress to provide planning analysis services for the Mount Vernon Comprehensive Plan.

**Section 2. Compensation:** Mid-Hudson Pattern for Progress shall be compensated in the amount of \$58,500.00 for their services.

**Section 3. Funding Source.** The service contract fees shall be paid from the Department of Planning and Community Development Contracted Outside Services budget line A8020.405.

**Section 4. Responsibilities.** The Department of Planning and Community Development will oversee the study's management and implementation in collaboration with the consultant.

**Section 5. Definitions.**

- **Comprehensive Plan:** A strategic framework to guide the city's long-term growth and development.

- **Planning Analysis Services:** Professional services involving data collection, synthesis, and development of recommendations on various aspects of urban planning.

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



August 6, 2024

VIA EMAIL:

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

RE: Request for the Mount Vernon City Council to enact legislation authorizing the Mayor to execute a contract with planning consultant Mid-Hudson Pattern for Progress to conduct the study for the Mount Vernon Comprehensive Plan. For approval at the August 14<sup>th</sup> City Council Meeting.

Honorable City Council Members:

I am writing to respectfully request that the Mount Vernon City Council enact legislation to authorize the Mayor to execute a contract with planning consultant **Mid-Hudson Pattern for Progress** to provide planning analysis services to complete the Mount Vernon Comprehensive Plan.

The service contract fees will be paid using the **Department of Planning and Community Development Contracted Outside Services (including Comprehensive Plan) budget line A8020.405**. The consultant will collect and synthesize data to develop recommendations on housing, economic development, urban design, open space and parks, traffic, climate change and resilience, air quality, zoning, and public policy to inform the Mount Vernon Comprehensive Plan.

Compensation:

**1. Mid-Hudson Pattern for Progress - \$58,500**

The Department of Planning and Community Development will work with the consultant to manage the day-to-day operations and implementation of the study. I am including the proposal and service contract for the proposed services to be provided by the consultant.

We thank the City Council 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

Enclosure(s): Mid-Hudson Pattern for Progress Proposal  
Mid-Hudson Pattern for Progress Contract





# 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 -712

**Agenda Date:** 7/10/2024

**Agenda #:** 57.

### City Council:

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, NY HONORING THE LIFE AND LEGACY OF LAWRENCE A. ROSS**

**Whereas**, Lawrence Alonzo Ross, born on October 30, 1983, to Alencia Rumph and Rodney Alonzo Ross, was a beloved member of the Mount Vernon community; and

**Whereas**, Lawrence was raised by his cherished grandmother, Emma Rumph, and attended the public schools of Mount Vernon, NY; and

**Whereas**, Lawrence had a passion for sports, particularly as a fan of the New York Yankees and New York Giants, and he was known for his active participation in football and baseball in Mount Vernon, New Rochelle, and the Bronx; and

**Whereas**, Lawrence worked as a teacher's assistant in the NYC Public Schools, and devoted his free time to coaching the Mount Vernon Razorbacks and the Mount Vernon Youth Basketball League, demonstrating his commitment to youth and community development; and

**Whereas**, Lawrence was deeply dedicated to his family, especially his grandmother, Emma Rumph, and his two daughters, Kianna J. Ross and Naevia S. Ross, who were the light of his life; and

**Whereas**, Lawrence shared a close bond with his brother, Ronald Ross, and his sister, Kyammi Jenkins, and was a devoted fiancé to Megan Salter; and

**Whereas**, Lawrence departed this life on January 26, 2021, at Montefiore Hospital in the Bronx, NY, leaving behind a legacy of love, dedication, and community spirit; and

**Whereas**, Lawrence's bright smile, willingness to help others, and profound impact on his family, friends, and the community will be dearly missed; **Now, Therefore, be it**

**Resolved**, By The City Council Of The City Of Mount Vernon, New York:

**Section 1.** The City of Mount Vernon honors the life and legacy of Lawrence Alonzo Ross, recognizing his contributions to the community and his unwavering love for his family.

**Section 2.** The City Council of the City of Mount Vernon joins with its citizens and many friends and family and extends its deepest condolences to Lawrence's loving grandmother, Emma Rumph, his daughters, Kianna J. Ross and Naevia S. Ross, his brother, Ronald Ross, his sister, Kyammi Jenkins, his father, Rodney A. Ross, his fiancé, Megan Salter, and all his nephews, nieces, cousins, colleagues, and friends.

**Section 3.** The City of Mount Vernon acknowledges that Lawrence's journey has just begun, so:

**Don't think of him as gone away  
His journey has just begun  
Life holds so many facets**

**this earth is only one  
Just think of him as resting  
from the sorrows and the tears  
in a place of warmth and comfort  
where there are no days and years.  
Think how he must be wishing  
that we could know today  
how nothing but our sadness  
can pass away.  
And think of him as living  
in the hearts of those he touched  
for nothing loved is ever lost  
and Lawrence was loved oh, so much!**

**Section 4.** This resolution shall take effect immediately upon its passage by the City Council.

**A RESOLUTION HONORING THE LIFE  
AND LEGACY OF LAWRENCE A. ROSS**

**Whereas**, Lawrence Alonzo Ross, born on October 30, 1983, to Alencia Rumph and Rodney Alonzo Ross, was a beloved member of the Mount Vernon community; and

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and Lawrence was loved oh, so much!**

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# 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 -786

**Agenda Date:** 8/14/2024

**Agenda #:** 58.

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**A RESOLUTION FIXING THE DATE FOR A  
PUBLIC HEARING REGARDING LOCAL LAW  
NO. \_\_ OF 2024 OF THE CITY OF MOUNT  
VERNON, NY, ESTABLISHING A LOCAL  
GOVERNMENT CODE ENFORCEMENT PROGRAM**

**RESOLVED**, that the City Council shall hold a Public Hearing on September 11, 2024, at 7:00 p.m. in City Hall, Council Chambers - Room 206, 1 Roosevelt Square N., Mount Vernon, New York, 10550, where public comment will be heard regarding Local Law No. \_\_ of 2024 of the City of Mount Vernon, NY, Establishing a Local Government Code Enforcement Program, and will be accepted by the City Council up to ten (10) days following the close of the Public Hearing; **BE IT FURTHER**

**RESOLVED**, that the City Clerk shall arrange to fulfill the notice requirements for the Public Hearing pursuant to Section 267-61 of the Code; **BE IT FURTHER**

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



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*

August 14, 2024

City of Mount Vernon, New York  
1 Roosevelt Square  
Mount Vernon, New York 10550

Through the Office of the City Clerk

Re: Mayor's Message of Necessity – Waiving the Aging Requirement for the Proposed Local Law  
Establishing a Local Government Code Enforcement Program

Dear Honorable City Council Members:

As you are aware, at my request, the New York State Department of State, Division of Building Standards and Codes, has been reviewing certain aspects of the City's practices relating to the administration and enforcement of the State Uniform Fire Prevention and Building Code ("Uniform Code"). As a result, on April 15, 2024, I received a letter of notice of certain specific and general deficiencies in the City's administration and enforcement of the Uniform Code, which require prompt corrective action as per the State. The letter also allotted the City one hundred twenty (120) calendar days to demonstrate measurable progress toward addressing and correcting the deficiencies outlined in the State's letter. The letter also requested that the City keep the State informed of its progress toward implementation of the State's action items for correction. We have done so and have met regularly with the State.

One of the critical action items that the State requires of the City is a local law establishing a local government code enforcement program. Over the last several weeks, the Buildings, Fire, and Law Department and I have worked with the State to finalize a proposed local law establishing a local code enforcement program approved by the State this morning.

New York State law allows the City Council to dispense with the local law "aging requirement" if the Mayor certifies that the local law must be passed immediately. Given the one hundred twenty (120) calendar day timeline, I certify that this local law needs to be passed immediately. Therefore, I respectfully request that this Honorable Body dispense with the "aging requirement" and adopt a resolution to set a public hearing for September 11, 2024. Thank you for your consideration.

Very truly yours,

Shawyn Patterson-Howard, MPA  
Mayor

*"The Jewel of Westchester"*

**LOCAL LAW NO. \_\_ OF 2024**

**A LOCAL LAW OF THE CITY OF MOUNT  
VERNON, NY ESTABLISHING A LOCAL  
GOVERNMENT CODE ENFORCEMENT PROGRAM**

Be it enacted by the City Council of the City of Mount Vernon, New York, in the County of Westchester, as follows:

**SECTION 1. PURPOSE AND INTENT**

This local law, adopted pursuant to section 10 of the Municipal Home Rule Law, provides for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code (the Uniform Code) and the State Energy Conservation Construction Code (the Energy Code) in the City of Mount Vernon, New York.

Except as otherwise provided in the Uniform Code, the Energy Code, other state law, or other Sections of this local law, all buildings, structures, and premises, regardless of use or occupancy, are subject to the provisions of this local law.

**SECTION 2. DEFINITIONS**

In this local law, the following terms shall have the meanings shown in this Section:

“Assembly Area” shall mean an area in any building, or in any portion of a building, that is primarily used or intended to be used for gathering fifty or more persons for uses including, but not limited to, amusement, athletic, entertainment, social, or other recreational functions; patriotic, political, civic, educational, or religious functions; food or drink consumption; awaiting transportation; or similar purposes.

“Building Inspector” shall mean the building inspector who is a certified code enforcement official responsible for participating in the inspection of building construction and repair for compliance with new and existing Federal, State and City of Mount Vernon Codes.

“Building Permit” shall mean a building permit, construction permit, demolition permit, or other permit that authorizes work performance. The term “Building Permit” shall also include a Building Permit that is renewed, amended, or extended pursuant to any provision of this local law.

“Certificate of Compliance” shall mean a document issued by the Commissioner of the Department of Buildings stating that work was done in compliance with approved construction documents and the Codes.

“Certificate of Occupancy” shall mean a document issued by the City of Mount Vernon certifying that the building or structure, or portion thereof, complies with the approved construction documents that have been submitted to and approved by the City of Mount Vernon and indicating that the building or structure, or portion thereof, is in a condition suitable for occupancy.

“Certificate of Tenancy” shall mean a Certificate of occupancy issued by the Commissioner of the Department of Buildings for a tenancy space. The certificate of tenancy is issued to the business owner and authorizes the occupancy of the tenancy space in accordance with such certificate and all applicable codes, rules, and regulations.

**[“City” shall mean the City of Mount Vernon.]**

“Code Enforcement Officer” shall mean the Code Enforcement Officer appointed pursuant to subdivision A(7)(b) of section 3 of this local law. Code Enforcement Officers are responsible for enforcing the City's ordinances and property maintenance and fire codes.

“Code Enforcement Personnel” shall include the Code Enforcement Officer and all Inspectors.

“Codes” shall mean the Uniform Code and Energy Code.

“Energy Code” shall mean the New York State Energy Conservation Construction Code adopted pursuant to Article 11 of the Energy Law.

“FCNYS” shall mean the 2020 New York State Fire Code as currently incorporated by reference in 19 NYCRR Part 1225.

“Fire Inspector” shall be responsible for enforcing the codes related to the proper usage and occupancy as well as codes related to Fire Life safety, egress, fire penetrations, fire stops, fire escapes, membrane structures and fossil burning devices and equipment

“Fire Safety and Property Maintenance Inspection” shall mean an inspection performed to determine compliance with the applicable provisions of 19 NYCRR Part 1225 and the publications incorporated therein by reference and the applicable provisions of 19 NYCRR Part 1226 and the publications incorporated therein by reference.

“Hazardous Production Materials” shall mean a solid, liquid, or gas associated with semiconductor manufacturing that has a degree-of-hazard rating in health, flammability, or instability of Class 3 or 4, as ranked by NFPA 704 (Standard Systems for Identification of the Hazards of Materials for Emergency Response), and which is used directly in research, laboratory, or production processes which have, as their end product, materials that are not hazardous.

“Housing Inspector” shall mean a certified enforcement official participating in the inspections of housing and dwelling units to determine and secure compliance with minimum housing standards set by the State and City of Mount Vernon Codes.

“Inspector” shall mean an inspector appointed pursuant to subdivision A(7)(a) of section 3 of this local law.

“Mobile Food Preparation Vehicles” shall mean vehicles that contain cooking equipment that produces smoke or grease-laden vapors for the purpose of preparing and serving food to the public. Vehicles intended for private recreation shall not be considered mobile food preparation vehicles.

“Operating Permit” shall mean a permit issued pursuant to section 10 of this local law. The term “Operating Permit” shall also include an Operating Permit that is renewed, amended, or extended pursuant to any provision of this local law.

“Order to Remedy” shall mean an order issued by the Code Enforcement Officer pursuant to subdivision (a) of section 17 of this local law.

“Permit Holder” shall mean the Person to whom a Building Permit has been issued.

“Person” shall include an individual, corporation, limited liability company, partnership, limited partnership, business trust, estate, trust, association, or any other legal or commercial entity of any kind or description.

“PMCNYS” shall mean the 2020 Property Maintenance Code of New York State as currently incorporated by reference in 19 NYCRR Part 1226.

“RCNYS” shall mean the 2020 Residential Code of New York State as currently incorporated by reference in 19 NYCRR Part 1220.

“Repair” shall mean the reconstruction, replacement, or renewal of any part of an existing building to maintain it or correct damage.

“Stop Work Order” shall mean an order issued pursuant to section 6 of this local law.

“Sugarhouse” shall mean a building used, in whole or in part, for collecting, storing, or processing maple sap into maple syrup and/or maple sugar.

“Temporary Certificate of Occupancy” shall mean a certificate issued pursuant to subdivision (d) of section 7 of this local law.

“Temporary Certificate of Tenancy” shall mean a certificate issued pursuant to subdivision (d) of section 7 of this local law.

“Uniform Code” shall mean the New York State Uniform Fire Prevention and Building Code, Subchapter A of Chapter XXXIII of Title 19 of the NYCRR, adopted pursuant to Article 18 of the Executive Law.

### **SECTION 3. CODE ENFORCEMENT OFFICER AND INSPECTORS**

(A) The Office of Code Enforcement Officer, which consists of the City’s Building Department and Fire Department, has now been created. The Inspector or Code Enforcement Officer shall administer and enforce all the provisions of the Uniform Code, the Energy Code, and this local law.

The Code Enforcement Officer shall have the following powers and duties:

(1) To receive, review, and approve or disapprove applications for Building Permits, Certificates of Occupancy, Certificates of Tenancy, Certificates of Compliance, Temporary Certificates of Occupancy, Temporary Certificates of Tenancy and Operating Permits, and the plans, specifications, and construction documents submitted with such applications;

(2) Upon approval of such applications which also require the signature of the Commissioner or Deputy Commissioner, to issue Building Permits, Certificates of Occupancy, Certificates of Tenancy, Certificates of Compliance, Temporary Certificates of Occupancy, Temporary Certificates of Tenancy, and Operating Permits, and include in terms and conditions the Code Enforcement Officer may determine to be appropriate Building Permits, Certificates of Occupancy, Certificates of Tenancy, Certificate of Compliance, Temporary Certificates of Occupancy, Temporary Certificates of Tenancy and Operating Permits;

(3) To conduct housing inspections, the Housing Inspector will conduct housing and dwelling unit inspections before issuing a Certificate of Occupancy, temporary Certificate of Occupancy inspections, and inspections incidental to investigating housing complaints to determine and secure compliance with minimum housing standards set by the State and City of Mount Vernon codes.

(4) To conduct building inspections, the Building Inspector will do inspections to be made before the issuance of Certificates of Occupancy, Certificates of Compliance, Temporary Certificates of Occupancy, Temporary Certificates of Tenancy and Operating Permits; fire safety and property maintenance inspections; inspections incidental to the investigation of complaints; and all other inspections required or permitted under any provision of this local law;

(5) To issue Stop Work Orders signed by the Commissioner or Deputy Commissioner;

(6) To review and investigate complaints;

(7) To exercise all other powers and fulfill all duties conferred upon the Code Enforcement Officer by this local law.

(a) The Commissioner of Buildings shall appoint the inspector. The inspector shall possess background experience related to building construction or fire prevention and shall, within the time prescribed by law, obtain such basic training in-service training, advanced in-service training, and other training as the state of New York shall require for inspectors (code enforcement personnel). The inspector shall obtain certification from the Department of State pursuant to the Executive Law and the regulations promulgated thereunder.

(b) The Commissioner of Buildings shall appoint the Code Enforcement Officer. The Code Enforcement Officer shall possess background experience related to building

construction or fire prevention and shall, within the time prescribed by law, obtain such basic training, in-service training, advanced in-service training, and other training as the State of New York shall require for code enforcement personnel. The Code Enforcement Officer shall obtain certification from the Department of State pursuant to the Executive Law and the regulations promulgated thereunder.

- (c) If the Inspector or Code Enforcement Officer cannot serve as such for any reason, another individual shall be appointed by the Commissioner of Buildings (a certified enforcement officer) to serve as Acting Code Enforcement Officer. The Acting Code Enforcement Officer shall, during the term of their appointment, exercise all powers and fulfill all duties conferred upon the Code Enforcement Officer by this local law.
- (d) One or more Inspectors or code enforcement officers may be appointed by the Commissioner of Buildings, the lead code enforcement officer for the City, to assist the Code Enforcement Officer and the Deputy Commissioner of Buildings in exercising the powers and fulfilling the duties conferred upon the Code Enforcement Officer by this local law. Each Inspector or code enforcement officer shall, within the time prescribed by law, obtain such basic training, in-service training, advanced in-service training, and other training as the State of New York shall require for code enforcement personnel, and each Inspector or code enforcement officer shall obtain certification from the Department of State pursuant to the Executive Law and the regulations promulgated thereunder.

(B) To conduct the fire inspection, the Fire Inspector shall have the following Duties:

- (1) To Inspect new and existing buildings, mobile food preparation vehicles, various structures, sprinkler systems, and alarm systems; conduct plan and specification reviews to ensure compliance with the NYS Uniform Code.
- (2) To assist in the Department's public fire safety education and public relations programs; investigate routine complaints of fire/life safety hazards; establish and maintain various records and files on program activities; conduct research and write various reports; and perform related duties as required.
- (3) To conduct inspections of new construction and existing buildings to ensure compliance with fire, life safety, and related codes.
- (4) To inspect fire escapes, emergency exits, fire and smoke alarms, sprinkler systems, hood systems, and other sophisticated fire protection equipment to verify proper operation and to ensure compliance with applicable codes and standards.
- (5) To review plans and specifications for new construction, alterations/additions, and various types of fire protection equipment as part of the permit application process to ensure compliance with applicable codes and regulations.
- (6) To confer with architects, engineers, developers, contractors, property owners, and the public on matters related to fire prevention, code enforcement, and hazardous material storage and disposal.
- (7) To establish and maintain files and records on inspection activities, programs, and investigations.
- (8) To prepare correspondence, research, compile information, and develop various reports.
- (9) To receive and process complaints of fire hazards and issue citations as appropriate. Attend training courses to maintain currency in fire prevention and fire and life safety.
- (10) To conduct oral presentations and provide information and training on fire prevention, fire, and life safety issues, as well as related codes and ordinances.

(C) The Fire Commissioner / Deputy Fire Commissioner / Chief of Operation /Deputy Fire Chiefs Additional Fire Officers and Firefighters; Fire Dispatchers, who are Certified NYS Code Enforcement Officers, are responsible for ensuring public safety by

identifying and mitigating fire hazards and enforcing fire/safety regulations in the following manner:

- (1) Inspecting buildings: Verifying compliance with fire codes and looking for potential hazards in structures and mobile food preparation vehicles,
- (2) Inspection /Licensing / Permits of Oil burners / Oil Tanks installation and removal,
- (3) Inspection of premises where materials that are potential fire hazards are manufactured or stored to detect the potential for fire and/or explosion,
- (4) Inspecting equipment: Testing fire protection equipment like sprinklers and fire alarms, and inspecting other equipment like air compressors and fuel storage tanks,
- (5) Reviewing documents: Reviewing building plans and emergency evacuation plans,
- (6) Advising: Advising developers or owners about violations and completing follow-up visits,
- (7) Issuance of Annual Operating permits for various occupancies and equipment,
- (8) Maintaining files: Keeping accurate files about inspections, programs, and investigations,
- (9) Inspecting ammunition storage,
- (10) Issuing Blasting permits,
- (11) Issue permits for carbon dioxide systems for beverage dispensing, Commercial garages (auto repair & body shops), gasoline stations, dip tanks/spray booths, dry-cleaning plants and inspect those items for compliance,
- (12) Inspect of maintenance of explosives,
- (13) Inspect nail salons for proper ventilation,
- (14) Inspect Fire protection systems,
- (15) Inspect the installation of sprinkler system, standpipe system,
- (16) Inspect fixed extinguishing system and flammable liquids storage,
- (17) Inspect Installation/modification of equipment,
- (18) Inspection of storage of Class I, Flammable liquids, storage of Class II, Flammable liquids, storage of Class III, Flammable liquids,
- (19) Inspection of testing of storage facilities, hazardous materials storage, industrial ovens,
- (20) Inspect the operation of liquified petroleum gas (LPG),
- (21) Inspect the storage of lumberyard, mobile food preparation vehicles, oil burner equipment,
- (22) Inspect the installation of public garage (1 to 25), Solar Panels,
- (23) Inspect installation self-service gasoline service stations, and
- (24) Inspection welding and cutting activities.

In addition to the tasks enumerated above, the Fire Commissioner / Deputy Fire Commissioner / Chief of Operation /Deputy Fire Chiefs Additional Fire Officers and Firefighters; Fire Dispatchers, who are Certified NYS Code Enforcement Officers, shall also be responsible for the following:

- a. Issue orders pursuant to subdivision (a) of section 17 (Violations) of this local law signed by the Commissioner or Deputy Commissioner;
- b. Maintain records in the Department of Buildings, the Fire Prevention office, or within the City's digital software system;
- c. Collect fees as set by the City Council;
- d. Pursue administrative enforcement actions and proceedings;

- e. Consult with the Corporation Counsel to pursue such legal actions and proceedings as may be necessary to enforce the Uniform Code, the Energy Code, and this local law or to abate or correct conditions not in compliance with the Uniform Code, the Energy Code, or this local law; and

#### **SECTION 4. BUILDING PERMITS.**

(a) **Building Permits Required.** Except as otherwise provided in subdivision (b) of this Section, a Building Permit shall be required for any work that must conform to the Uniform Code and/or the Energy Code, including, but not limited to, the construction, enlargement, alteration, improvement, removal, relocation, or demolition of any building or structure or any portion thereof, and the installation of a solid fuel burning heating appliance, chimney, or flue in any dwelling unit. No Person shall commence any work for which a Building Permit is required without first obtaining a Building Permit from the City of Mount Vernon.

Building permit applications shall include the following information:

- (1) A topographical survey of the property, including the trees' location, utilities' location, and all site improvements. A survey is not required to apply for interior repairs, window replacements, or re-roofing.
- (2) A topographical survey-plot plan is required for new buildings, additions, decks, and site work-retaining walls and driveways and is to be submitted in addition to the topographical survey. The topographical survey plot plans must show the following:
  - (i) Name of the current owner;
  - (ii) Topography with appropriate contour intervals extended 10' into adjoining property.
  - (iii) Location of buildings, driveways, and any retaining walls, with all dimensions and setbacks, inclusive of all trees on private and public property.
  - (iv) Name the street, with elevations at the center line of the street, including reference grad to curb along the center line of the building and elevation of the lowest finished floor and roof if the roof is flat.
  - (v) Location of utilities in the street and connections to buildings. Must indicate invert and rim elevations at manholes closest to property sidelines.
  - (vi) Drainage system detailing each catch basin, and/or dry wells, and yard drainage, showing finished grade elevations and detailed storm runoff pattern (using drainage arrows.)
  - (vii) Driveway profile from the center line of the street to garage floor or parking space. Must indicate slopes by percent (%) of grade. The driveway profile must indicate the following – "1\4 inch to 1-foot pitch from property line to TOP of street curb." Elevations at center line of street, TOP of curb, and at property line must also be indicated on profile. Where there is no curb, the elevation at the center line of the street is assumed as curb elevation and should be so indicated.

(b) **Fire Commissioner / Deputy Fire Commissioner / Chief of Operation /Deputy Fire Chiefs Additional Fire Officers and Firefighters; Fire Dispatchers, who are Certified NYS Code Enforcement Officers, Exemptions.** No Building Permit shall be required for work in any of the following categories:

- (1) Construction or installation of one-story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses), which are used for tool and storage sheds, playhouses, or similar uses, provided the gross floor area does not exceed 144 square feet,
- (2) Construction of temporary sets and scenery associated with motion picture, television, and theater uses;
- (3) Installation of window awnings supported by an exterior wall of a one- or two-family dwelling or multiple single-family dwellings (townhouses);
- (4) Installation of partitions or movable cases less than 5'-9" in height;
- (5) Interior Painting and Plastering; and

(6) Installation of listed portable electrical, plumbing, heating, ventilation, or cooling equipment or appliances.

(c) Exemption not deemed authorization to perform non-compliant work. The exemption from the requirement to obtain a building permit for work in any category outlined in subdivision (b) of this Section shall not be deemed an authorization for work to be performed in violation of the Uniform Code or the Energy Code.

(d) Applications for Building Permits. Applications for a Building Permit shall be made in writing on a form provided by or otherwise acceptable to the Code Enforcement Officer. The application shall be signed by the owner of the property where the work is to be performed or an authorized agent of the owner. The application shall include information the Code Enforcement Officer deems sufficient to permit the Code Enforcement Officer to determine that the intended work complies with all applicable requirements of the Uniform Code and the Energy Code. The application shall include or be accompanied by the following information and documentation:

(1) a description of the location, nature, extent, and scope of the proposed work;

(2) the tax map number and the street address of any affected building or structure;

(3) the occupancy classification of any affected building or structure;

(4) where applicable, a statement of special inspections prepared in accordance with the provisions of the Uniform Code; and digital submission of construction documents (drawings and specifications) shall be required, which (i) describe the location, nature, extent, and scope of the proposed work; (ii) show that the proposed work will conform to the applicable provisions of the Codes; (iii) show the location, construction, size, and character of all portions of the means of egress; (iv) show a representation of the building thermal envelope; (v) show structural information including but not limited to braced wall designs, the size, section, and relative locations of structural members, design loads, and other pertinent structural information; (vi) show the proposed structural, electrical, plumbing, mechanical, fire-protection, and other service systems of the building; (vii) include a written statement indicating compliance with the Energy Code; (viii) include a site plan, drawn to scale and drawn in accordance with an accurate boundary survey, showing the size and location of new construction and existing structures and appurtenances on the site, distances from lot lines, the established street grades and the proposed finished grades, and, as applicable, flood hazard areas, floodways, and design flood elevations; and (ix) evidence that the documents were prepared by a licensed and registered architect in accordance with Article 147 of the New York State Education Law or a licensed and registered professional engineer in accordance with Article 145 of the New York State Education Law and practice guidelines, including but not limited to the design professional's seal which clearly and legibly shows both the design professional's name and license number and is signed by the design professional whose name appears on the seal in such a manner that neither the name nor the number is obscured in any way, the design professional's registration expiration date, the design professional's firm name (if not a sole practitioner), and, if the documents are submitted by a professional engineering firm and not a sole practitioner professional engineer, the firm's Certificate of Authorization number.

(e) Construction documents. Construction documents will not be accepted as part of an application for a Building Permit unless they satisfy the requirements outlined in paragraph (5) of subdivision (d) of this Section. Construction documents accepted as part of the application for a Building Permit shall be marked as accepted by the Code Enforcement Officer in writing, by stamp, or in the case of electronic media, an electronic marking. The Code Enforcement Officer shall retain one set of the accepted construction documents, and one set of the accepted construction documents shall be returned to the applicant to be kept at the work site to be available for use by the Code Enforcement Personnel. However, the return of a set of accepted construction documents to the applicant shall not be construed as authorization to commence work nor as an indication that a Building Permit will be issued. Work shall not be commenced until and unless a Building Permit is issued.

(f) Issuance of Building Permits. An application for a Building Permit shall be examined to ascertain whether the proposed work complies with the applicable

requirements of the Uniform Code and Energy Code. The Commissioner or one of the Deputy Commissioners of the Department of Buildings shall issue a Building Permit if the proposed work complies with the applicable Uniform Code and Energy Code requirements.

(g) Building Permits to be displayed. Building permits shall be displayed at the work site and remain visible until the authorized work has been completed.

(h) Work to be in accordance with construction documents. All work shall be performed per the construction documents submitted and accepted as part of the application for the Building Permit. The Building Permit shall contain such a directive. The Permit Holder shall immediately notify the Code Enforcement Officer of any change occurring during the work. The Building Permit shall contain such a directive. If the Code Enforcement Officer determines that such change warrants a new or amended Building Permit, such change shall not be made until and unless a new or amended Building Permit reflecting such change is issued.

(i) Time limits. Building Permits shall become invalid unless the authorized work is commenced within twelve (12) months following the date of issuance. Building Permits shall expire within twelve (12) months after the date of issuance. A Building Permit that has become invalid or expired pursuant to this subdivision may be renewed upon application by the Permit Holder, payment of the applicable fee, and approval of the application by the Code Enforcement Officer.

(j) Revocation or suspension of Building Permits. If the Code Enforcement Officer determines that a Building Permit was issued in error because of incorrect, inaccurate, or incomplete information or that the work for which a Building Permit was issued violates the Uniform Code or the Energy Code, the Code Enforcement Officer shall revoke the Building Permit or suspend the Building Permit until the Permit Holder demonstrates that (1) all work then completed is in compliance with all applicable provisions of the Uniform Code and the Energy Code and (2) all work then proposed to be performed shall comply with all applicable provisions of the Uniform Code and the Energy Code.

(k) Fee. The fee specified in or determined by the provisions outlined in section 18 (Fees) of this local law must be paid when applying for a Building Permit, an amended Building Permit, or a renewal of a Building Permit.

## **SECTION 5. CONSTRUCTION INSPECTIONS.**

(a) Work to remain accessible and exposed. Work shall remain accessible and exposed until inspected and accepted by the Code Enforcement Officer, a Building Inspector, or a Fire Inspector, when applicable, authorized by the Code Enforcement Officer. The Permit Holder shall notify the Code Enforcement Officer when any element of work described in subdivision (b) of this Section is ready for inspection.

(b) Elements of work to be inspected. The following aspects of the construction process shall be inspected, where applicable:

- (1) Worksite before the issuance of a Building Permit;
- (2) footing and foundation;
- (3) preparation for concrete slab;
- (4) framing;
- (5) structural, electrical, plumbing, mechanical, fire-protection (sprinkler system-fire stops, fire alarm systems), and other similar service systems of the building;
- (6) fire-resistant construction in conjunction with a Fire Inspector;
- (7) fire-resistant penetrations in conjunction with a Fire Inspector;

- (8) solid fuel burning heating appliances, chimneys, flues, or gas vents in conjunction with a Fire Inspector;
  - (9) inspections required to demonstrate Energy Code compliance, including but not limited to insulation, fenestration, air leakage, system controls, mechanical equipment size, and, where required, minimum fan efficiencies, programmable thermostats, energy recovery, whole-house ventilation, plumbing heat traps, and high-performance lighting and controls;
  - (10) installation, connection, and assembly of factor manufactured buildings and manufactured homes; and
  - (11) A final inspection will be conducted after all work authorized by the building permit has been completed.
- (c) Inspection results. After inspection, the work or a portion thereof shall be noted as satisfactory as completed, or the Permit Holder shall be notified as to how the work fails to comply with the Uniform Code or Energy Code, including a citation to the specific code provision or provisions that have not been met. Work not in compliance with any applicable provision of the Uniform Code or Energy Code shall remain exposed until such work has been brought into compliance with all applicable provisions of the Uniform Code and the Energy Code, reinspected, and found satisfactory as completed.
- (d) Fee. The fee specified in or determined by the provisions outlined in section 18 (Fees) of this local law must be paid before or during each inspection performed under this Section.

**SECTION 6. STOP WORK ORDERS.**

- (a) Authority to issue. The Commissioner or one of the Deputy Building Commissioners is authorized to issue Stop Work Orders under this Section. The Commissioner and Deputy Commissioner shall issue a Stop Work Order to halt:
- (1) Any work that the Code Enforcement Officer determines to be contrary to any applicable provision of the Uniform Code or Energy Code, without regard to whether such work is or is not work for which a Building Permit is required, and without regard to whether a Building Permit has or has not been issued for such work, or
  - (2) Any work that is being conducted in a dangerous or unsafe manner in the opinion of the Code Enforcement Officer, Building Inspector, or Fire Inspector without regard to whether such work is or is not work for which a Building Permit is required, and without regard to whether a Building Permit has or has not been issued for such work, or
  - (3) Any work for which a Building Permit is required, performed without the required Building Permit, or under a Building Permit that has become invalid, has expired, or has been suspended or revoked.
- (b) Content of Stop Work Orders. Stop Work Orders shall (1) be in writing, (2) be dated and signed by the Commissioner or one of the Deputy Commissioners, (3) state the reason or reasons for issuance, and (4), if applicable, state the conditions that must be satisfied before work will be permitted to resume.
- (c) Service of Stop Work Orders. The Code Enforcement Officer shall cause the Stop Work Order, or a copy thereof, to be served on the owner of the affected property (and, if the owner is not the Permit Holder, on the Permit Holder) personally or by certified mail. The Code Enforcement Officer shall be permitted, but not required, to cause the Stop Work Order, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or their agents, or any other Person taking part or assisting in work affected by the Stop Work Order, personally or by certified mail; provided, however, that failure to serve any Person mentioned in this sentence shall not affect the efficacy of the Stop Work Order.
- (d) Effect of Stop Work Order. Upon the issuance of a Stop Work Order, the owner of the affected property, the Permit Holder, and any other Person performing, taking part in,

or assisting in the work shall immediately cease all work that is the subject of the Stop Work Order, other than work expressly authorized by the Code Enforcement Officer, Building Inspector or Fire Inspector to correct the reason for issuing the Stop Work Order.

(e) Remedy is not exclusive. The issuance of a Stop Work Order shall not be the exclusive remedy available to address any event described in subdivision (a) of this Section. The authority to issue a Stop Work Order shall be in addition to, and not in substitution for or limitation of, the right and authority to pursue any other remedy or impose any other penalty under section 17 (Violations) of this local law or any other applicable local law or State law. Any other remedy or penalty may be pursued at any time, whether before, at the time of, or after a Stop Work Order issuance.

## **SECTION 7. CERTIFICATES OF OCCUPANCY, CERTIFICATES OF TENANCY, AND CERTIFICATES OF COMPLIANCE**

(a) Certificates of Occupancy, Certificates of Tenancy, and Certificates of Compliance are required. A Certificate of Occupancy or Certificate of Compliance shall be required for any work subject to a Building Permit and for all structures, buildings, or portions converted from one use, occupancy classification, or subclassification to another. Permission to use or occupy a building or structure, or portion thereof, for which a Building Permit was previously issued shall be granted only by issuance of a Certificate of Occupancy, Certificate of Tenancies, or Certificate of Compliance.

(b) Issuance of Certificates of Occupancy, Certificates of Tenancy, and Certificates of Compliance. The Commissioner or one of the Deputy Commissioners of Buildings shall issue a Certificate of Occupancy, Certificate of Tenancy, or Certificate of Compliance if the work that was the subject of the Building Permit was completed by all applicable provisions of the Uniform Code and Energy Code and, if applicable, that the structure, building or portion thereof that was converted from one use or occupancy classification, or subclassification to another complies with all relevant Uniform and Energy Code provisions.

(c) One of the City of Mount Vernon's Building Inspectors certified as code enforcement officers shall inspect the building, structure, or work before the Commissioner or one of the Deputy Commissioners will issue a Certificate of Occupancy, Certificate of Tenancy, or Certificate of Compliance. In addition, where applicable, the following documents, prepared by the provisions of the Uniform Code by such Person or persons as may be designated by or otherwise acceptable to the Commissioner or one of the Deputy Commissioners of Buildings Code Enforcement Officer, at the expense of the applicant for the Certificate of Occupancy or Certificate of Compliance, shall be provided to the Commissioner or one of the Deputy Commissioners of Buildings before the issuance of the Certificate of Occupancy, Certificate of Tenancy, or Certificate of Compliance:

- (1) a written statement of structural observations and/or a final report of special inspections,
- (2) flood hazard certifications,
- (3) a written statement of the results of tests performed to show compliance with the Energy Code and
- (4) Where applicable, affixing the appropriate seals, insignias, and manufacturer's data plates is required for factory-manufactured buildings and/or homes.

(d) Contents of Certificates of Occupancy, Certificates of Tenancy, and Certificates of Compliance. A Certificate of Occupancy, Certificate of Tenancy or Certificate of Compliance shall contain the following information:

- (1) The Building Permit number, if any;
- (2) the date of issuance of the Building Permit, if any;

- (3) the name (if any), address, and tax map number of the property;
  - (4) If the Certificate of Occupancy, Certificate of Tenancy, or Certificate of Compliance does not apply to an entire structure, a description of that portion of the structure for which the Certificate of Occupancy or Certificate of Compliance is issued;
  - (5) the use and occupancy classification of the structure;
  - (6) the type of construction of the structure;
  - (7) the occupant load of the assembly areas in the structure, if any;
  - (8) any special conditions imposed in connection with the issuance of the Building Permit and
  - (9) The signature of the Commissioner or one of the Deputy Commissioners of the Department of Buildings issuing the Certificate of Occupancy or Certificate of Compliance and the date of issuance.
- (e) Temporary Certificate of Occupancy or Temporary Certificate of Tenancy. The Commissioner or one of the Deputy Commissioners of Buildings who are certified as code enforcement officers shall be permitted to issue a Temporary Certificate of Occupancy or Temporary Certificate of Tenancy allowing the temporary occupancy or tenancy of a building or structure, or a portion thereof, before completion of the work which is the subject of a Building Permit. However, in no event shall the Commissioner or one of the Deputy Commissioners of the Department of Buildings issue a Temporary Certificate of Occupancy or Temporary Certificate of Tenancy unless the Commissioner or one of the Deputy Commissioners of the Department of Buildings Code determines (1) that the building or structure, or the portion thereof covered by the Temporary Certificate of Occupancy or Temporary Certificate of Tenancy, may be occupied safely, (2) that any required fire and life safety components, such as fire protection equipment and fire, smoke, carbon monoxide, and heat detectors and alarms are installed and operational, and (3) that all required means of egress from the structure have been provided. The Code Enforcement Officer may include in a Temporary Certificate of Occupancy such terms and conditions as he or she deems necessary or appropriate to ensure the health and safety of the persons occupying and using the building or structure and/or performing further construction work in the building or structure. A Temporary Certificate of Occupancy shall be effective for a period not to exceed 90 days, which shall be determined by the Code Enforcement Officer and specified in the Temporary Certificate of Occupancy. During the specified period of effectiveness of the Temporary Certificate of Occupancy, the Permit Holder shall undertake to bring the building or structure into full compliance with all applicable provisions of the Uniform Code and the Energy Code.
- (f) Revocation or suspension of certificates. If the Commissioner or one of the Deputy Commissioners Department of Buildings determines that a Certificate of Occupancy, Certificate of Tenancy or Certification of Compliance, or a Temporary Certificate of Occupancy or Tenancy was issued in error or based on incorrect information, and if the relevant deficiencies are not corrected to the satisfaction of the Code Enforcement Officer within such period as shall be specified by the Code Enforcement Officer, the Commissioner or Deputy Commissioner of Buildings shall revoke or suspend such certificate.
- (g) Fee. The fee specified in or determined per the provisions outlined in section 18 (Fees) of this local law must be paid when applying for a Certificate of Occupancy, Certificate of Tenancy, Certificate of Compliance, or Temporary Certificate of Occupancy.

## **SECTION 8. NOTIFICATION REGARDING FIRE OR EXPLOSION.**

The City of Mount Vernon Fire Department Chief or designee providing firefighting services for a property within this City shall promptly notify the Code Enforcement Officer of any fire or explosion involving any structural damage, fuel-burning appliance, chimney, or gas vent.

## **SECTION 9. UNSAFE BUILDINGS, STRUCTURES, AND EQUIPMENT AND CONDITIONS OF IMMINENT DANGER**

Unsafe buildings, structures, equipment, and conditions of imminent danger in this City shall be identified and addressed in accordance with the procedures established by Chapter 106-1, as now in effect or as hereafter amended from time to time.

## **SECTION 10. OPERATING PERMITS.**

(a) Operation Permits required. Operating Permits shall be required for conducting any process or activity or for operating any building, structure, or facility listed below:

(1) Manufacturing, storing, or handling hazardous materials in quantities exceeding those listed in the applicable Maximum Allowable Quantity tables found in Chapter 50 of the FCNYS;

(2) Buildings, structures, facilities, processes, and/or activities that are within the scope and/or permit requirements of the chapter or section title of the FCNYS as follows:

(i) Chapter 22, "Combustible Dust-Producing Operations." Facilities where the operation produces combustible dust;

(ii) Chapter 24, "Flammable Finishes." Operations utilizing flammable or combustible liquids, or the application of combustible powders regulated by Chapter 24 of the FCNYS;

(iii) Chapter 25, "Fruit and Crop Ripening." Operating a fruit- or crop-ripening facility or conducting a fruit-ripening process using ethylene gas;

(iv) Chapter 26, "Fumigation and Insecticidal Fogging." Conducting fumigation or insecticidal fogging operations in buildings, structures, and spaces, except for fumigation or insecticidal fogging performed by the occupant of a detached one-family dwelling;

(v) Chapter 31, "Tents, Temporary Special Event Structures, and Other Membrane Structures." Operating an air-supported temporary membrane structure, a temporary special event structure, or a tent where approval is required pursuant to Chapter 31 of the FCNYS;

(vi) Chapter 32, "High-Piled Combustible Storage." High-piled combustible storage facilities with more than 500 square feet (including aisles) of high-piled storage;

(vii) Chapter 34, "Tire Rebuilding and Tire Storage." Operating a facility that stores more than 2,500 cubic feet of scrap tires or tire byproducts or operating a tire rebuilding plant;

(viii) Chapter 35, "Welding and Other Hot Work." Performing public exhibitions and demonstrations where hot work is conducted, use of hot work, welding, or cutting equipment, inside or on a structure, except an operating permit is not required where work is conducted under the authorization of a building permit or where performed by the occupant of a detached one- or two-family dwelling;

(ix) Chapter 40, "Sugarhouse Alternative Activity Provisions." Conducting an alternative activity at a sugarhouse;

(x) Chapter 56, "Explosives and Fireworks." Possessing, manufacturing, storing, handling, selling, or using explosives, fireworks, or other pyrotechnic special effects materials except the outdoor use of sparkling devices as defined by Penal Law section 270;

(xi) Section 307, "Open Burning, Recreational Fires, and Portable Outdoor Fireplaces." Conducting open burning, not including recreational fires and portable outdoor fireplaces;

- (xii) Section 308, "Open Flames." Removing paint with a torch or using open flames, fire, and burning in connection with assembly areas or educational occupancies;
- (xiii) Section 319, "Mobile Food Preparation Vehicles." Operating a mobile food preparation vehicle under the permitting requirements as established under Chapter 194 of the City of Mount Vernon Code, entitled "Peddling and Soliciting;" and
- (3) Energy storage systems, where the system exceeds the values shown in Table 1206.1 of the FCNYS or exceeds the permitted aggregate ratings in Section R327.5 of the RCNYS.
- (4) buildings containing one or more assembly areas;
- (5) Outdoor events where the planned attendance exceeds 1,000 persons;
- (6) Facilities that store, handle, or use hazardous production materials;
- (7) parking garages as defined in subdivision (a) of section 13 of this local law;
- (8) Buildings whose use or occupancy classification may pose a substantial potential hazard to public safety, as determined by resolution adopted by the City Council of this City; and
- (9) Other processes or activities or for operating any building, structure, or facility as determined by resolution adopted by the City Council of this City.

Any person who proposes to undertake any activity or to operate any building listed in this subdivision (a) shall be required to obtain an Operating Permit before commencing such activity or operation.

(b) Applications for Operating Permits. An application for an Operating Permit shall be in writing on a form provided by or otherwise acceptable to the Building Inspector or Fire Inspector, whomever is applicable. Such application shall include information the Building Inspector or Fire Inspector deems sufficient to permit a determination by the requisite Inspector, that quantities, materials, and activities conform to the requirements of the Uniform Code. If the requisite Inspector determines that tests or reports are necessary to verify conformance, such tests or reports shall be performed or provided by such Person or persons as may be designated by or otherwise acceptable to the requisite Inspector at the applicant's expense.

(c) Inspections. City of Mount Vernon Building Inspectors or Fire Inspectors certified as code enforcement officers, or both when necessary, shall inspect the subject premises before issuing an Operating Permit. Such inspections shall be performed in Person. After inspection, the premises shall be noted as satisfactory, and the operating permit shall be issued, or the operating permit holder shall be notified as to how the premises fail to comply with either or both of the Uniform Code and the code enforcement program, including a citation to the specific provision or provisions that have not been met.

(d) Multiple Activities. In any circumstance in which more than one activity listed in subdivision (a) of this Section is to be conducted at a location, City of Mount Vernon Building Inspectors or Fire Inspector, when necessary, certified as code enforcement officers may require a separate Operating Permit for each such activity, or the Building Inspector or Fire Inspector, may, at their discretion, issue a single Operating Permit to apply to all such activities.

(e) Duration of Operating Permits. Operating permits shall be issued for a specified period consistent with local conditions, but in no event to exceed as follows:

- (1) Ninety (90) days for tents, special event structures, and other membrane structures;
- (2) Three (3) years for the activities, structures, and operations determined per paragraph (9) of subdivision (a) of this Section and
- (3) One (1) year for all other activities, structures, and operations identified in subdivision (a) of this Section.

The effective period of each Operating Permit shall be specified in the Operating Permit. An Operating Permit may be reissued or renewed upon application to the respective inspectors, who is the Code Enforcement Officer, payment of the applicable fee, and approval of such application by that respective Inspector.

(f) Revocation or suspension of Operating Permits. If the Building Inspector or Fire Inspector determines that any activity or building for which an Operating Permit was issued does not comply with any applicable provision of the Uniform Code. In that case, such an Operating Permit shall be revoked or suspended by the Commissioner of the Department of Buildings, one of the Deputy Commissioners of the Department of Buildings, or the Fire Department Chief when applicable.

(g) Fee. The fee specified in or determined in accordance with the provisions outlined in section 18 (Fees) of this local law must be paid at the time of submission of an application for an Operating Permit, for an amended Operating Permit, or reissue or renewal of an Operating Permit.

## **SECTION 11. FIRE SAFETY AND PROPERTY MAINTENANCE INSPECTIONS**

(a) Inspections required. Fire safety and property maintenance inspections of buildings and structures shall be performed by the Building Inspector or the Fire Inspector who is a certified Code Enforcement Officer, where applicable:

- (1) At least once every twelve (12) months for buildings that contain an assembly area;
- (2) At least once every 12 months for public and private schools and colleges, including any buildings of such schools or colleges containing classrooms, dormitories, fraternities, sororities, laboratories, physical education, dining, or recreational facilities; and
- (3) At least once every 36 months for multiple dwellings and all nonresidential occupancies.

(b) Inspections permitted. In addition to the inspections required by subdivision (a) of this Section, a fire safety and property maintenance inspection of any building, structure, use, or occupancy, or any dwelling unit, may also be performed by a Building Inspector or a Fire Inspector authorized to conduct fire safety and property maintenance inspections at any time upon:

- (1) the request of the owner of the property to be inspected or an authorized agent of such owner;
- (2) Receipt by the Building Inspector or Fire Inspector of a written statement alleging that conditions or activities failing to comply with the Uniform Code or Energy Code exist or
- (3) Receipt by the Building Inspector or Fire Inspector of any other information reasonably believed by the to be reliable, giving rise to reasonable cause to believe that conditions or activities failing to comply with the Uniform Code or Energy Code exist;

However, nothing in this subdivision shall be construed as permitting an inspection under any circumstances under which a court order or warrant permitting such inspection is required unless such court order or warrant has been obtained.

(c) OFPC Inspections. Nothing in this Section or in any other provision of this local law shall supersede, limit, or impair the powers, duties and responsibilities of the New York State Office of Fire Prevention and Control (“OFPC”) and the New York State Fire Administrator or other authorized entity under Executive Law section 156-e and Education Law section 807-b.

Notwithstanding any other provision of this Section to the contrary, the Code Enforcement Officer may accept an inspection performed by the Office of Fire Prevention and Control or other authorized entity pursuant to sections 807-a and 807-b of the Education Law and/or

Section 156-e of the Executive Law, in lieu of a fire safety and property maintenance inspection performed by the Code Enforcement Officer or by an Inspector, provided that:

- (1) the Code Enforcement Officer is satisfied that the individual performing such inspection satisfies the requirements set forth in 19 NYCRR section 1203.2(e)
  - (2) the Code Enforcement Officer is satisfied that such inspection covers all elements required to be covered by a fire safety and property maintenance inspection;
  - (3) such inspections are performed no less frequently than once a year;
  - (4) a true and complete copy of the report of each such inspection is provided to the Code Enforcement Officer; and
  - (5) upon receipt of each such report, the Code Enforcement Officer takes the appropriate action prescribed by section 17 (Violations) of this local law.]
- (d) Fee. The fee specified in or determined in accordance with the provisions outlined in section 18 (Fees) of this local law must be paid before or at the time each inspection performed pursuant to this Section.

## **SECTION 12. COMPLAINTS**

The Code Enforcement Officer shall review and investigate complaints that allege or assert the existence of conditions or activities that fail to comply with the Uniform Code, the Energy Code, this local law, or any other local law Section 267 or regulation adopted for administration and enforcement of the Uniform Code or the Energy Code.

The process for responding to a complaint shall include such of the following steps as the Code Enforcement Officer may deem to be appropriate:

- (a) performing an inspection of the conditions and/or activities alleged to be in violation, and documenting the results of such inspection;
- (b) if a violation is found to exist, provide the owner of the affected property and any other Person who may be responsible for the violation with notice of the violation and the opportunity to abate, correct, or cure the violation, or otherwise proceed in the manner described in section 17 (Violations) of this local law;
- (c) if appropriate, issuing a Stop Work Order;
- (d) if a violation that was found to exist is abated or corrected, performing an inspection to ensure that the violation has been abated or corrected, preparing a final written report reflecting such abatement or correction, and filing such report with the complaint.

## **SECTION 13. CONDITION ASSESSMENTS OF PARKING GARAGES.**

(a) Definitions. For the purposes of this Section:

- (1) the term “condition assessment” means an on-site inspection and evaluation of a parking garage for evidence of deterioration of any structural element or building component of such parking garage, evidence of the existence of any unsafe condition in such parking garage, and evidence indicating that such parking garage is an unsafe structure;
- (2) the term “deterioration” means the weakening, disintegration, corrosion, rust, or decay of any structural element or building component, or any other loss of effectiveness of a structural element or building component;
- (3) the term “parking garage” means any building or structure, or part thereof, in which all or any part of any structural level or levels is used for parking or storage of motor vehicles, excluding:

- (i) buildings in which the only level used for parking or storage of motor vehicles is on grade;
  - (ii) an attached or accessory structure providing parking exclusively for a detached one- or two-family dwelling; and
  - (iii) a townhouse unit with attached parking exclusively for such unit;
- (4) the term “professional engineer” means an individual who is licensed or otherwise authorized under Article 145 of the Education Law to practice the profession of engineering in the State of New York and who has at least three years of experience performing structural evaluations;
- (5) the term “responsible professional engineer” means the professional engineer who performs a condition assessment, or under whose supervision a condition assessment is performed, and who seals and signs the condition assessment report. The use of the term “responsible professional engineer” shall not be construed as limiting the professional responsibility or liability of any professional engineer, or of any other licensed professional, who participates in the preparation of a condition assessment without being the responsible professional engineer for such condition assessment.
- (6) the term “unsafe condition” includes the conditions identified as “unsafe” in section 304.1.1, section 305.1.1, and section 306.1.1 of the PMCNYS; and
- (7) the term “unsafe structure” means a structure that is so damaged, decayed, dilapidated, or structurally unsafe, or is of such faulty construction or unstable foundation, that partial or complete collapse is possible.
- (b) Condition Assessments – general requirements. The owner operator of each parking garage shall cause such parking garage to undergo an initial condition assessment as described in subdivision (c) of this Section, periodic condition assessments as described in subdivision (d) of this Section, and such additional condition assessments as may be required under subdivision (e) of this Section. Each condition assessment shall be conducted by or under the direct supervision of a professional engineer. A written report of each condition assessment shall be prepared, and provided to the City in accordance with the requirements of subdivision (f) of this Section. Before performing a condition assessment (other than the initial condition assessment) of a parking garage, the responsible professional engineer for such condition assessment shall review all available previous condition assessment reports for such parking garage.
- (c) Initial Condition Assessment. Each parking garage shall undergo an initial condition assessment as follows:
- (1) Parking garages constructed on or after August 29, 2018, shall undergo an initial condition assessment following construction and prior to a certificate of occupancy or certificate of compliance being issued for the structure.
  - (2) Parking garages constructed prior to August 29, 2018, shall undergo an initial condition assessment as follows:
    - (i) if originally constructed prior to January 1, 1984, then prior to October 1, 2019;
    - (ii) if originally constructed between January 1, 1984, and December 31, 2002, then prior to October 1, 2020; and
    - (iii) if originally constructed between January 1, 2003, and August 28, 2018, then prior to October 1, 2021.
  - (3) Any parking garage constructed before the effective date of the local law enacting this provision that has not undergone an initial condition assessment before that effective date shall undergo an initial condition assessment within six months of the effective date of this local law.

(d) Periodic Condition Assessments. Following the initial condition assessment of a parking garage, such parking garage shall undergo periodic condition assessments at intervals not to exceed (3) years.

(e) Additional Condition Assessments.

(1) If the latest condition assessment report for a parking garage includes a recommendation by the responsible professional engineer that an additional condition assessment of such parking garage, or any portion of such parking garage, be performed before the date by which the next periodic condition assessment would be required under subdivision (c) of this Section, the owner or operator of such parking garage shall cause such parking garage (or, if applicable, the portion of such parking garage identified by the responsible professional engineer) to undergo an additional condition assessment no later than the date recommended in such condition assessment report.

(2) If the City becomes aware of any new or increased deterioration which, in the judgment of the City indicates that an additional condition assessment of the entire parking garage, or of the portion of the parking garage affected by such new or increased deterioration, should be performed before the date by which the next periodic condition assessment would be required under subdivision (c) of this Section, the owner or operator of such parking garage shall cause such parking garage (or, if applicable, the portion of the parking garage affected by such new or increased deterioration) to undergo an additional condition assessment no later than the date determined by the City to be appropriate.

(f) Condition Assessment Reports. The responsible professional engineer shall prepare, or directly supervise the preparation of, a written report of each condition assessment, and shall submit such condition assessment report to the City of Mount Vernon City Engineer, and the Commissioners of the Department of Buildings and Public Works within forty-five (45) days. Such condition assessment report shall be sealed and signed by the responsible professional engineer, and shall include:

(1) an evaluation and description of the extent of deterioration and conditions that cause deterioration that could result in an unsafe condition or unsafe structure;

(2) an evaluation and description of the extent of deterioration and conditions that cause deterioration that, in the opinion of the responsible professional engineer, should be remedied immediately to prevent an unsafe condition or unsafe structure;

(3) an evaluation and description of the unsafe conditions;

(4) an evaluation and description of the problems associated with the deterioration, conditions that cause deterioration, and unsafe conditions;

(5) an evaluation and description of the corrective options available, including the recommended timeframe for remedying the deterioration, conditions that cause deterioration, and unsafe conditions;

(6) an evaluation and description of the risks associated with not addressing the deterioration, conditions that cause deterioration, and unsafe conditions;

(7) the responsible professional engineer's recommendation regarding preventative maintenance;

(8) except in the case of the report of the initial condition assessment, the responsible professional engineer's attestation that he or she reviewed all previously prepared condition assessment reports available for such parking garage, and considered the information in the previously prepared reports while performing the current condition assessment and while preparing the current report; and

(9) the responsible professional engineer's recommendation regarding the time within which the next condition assessment of the parking garage or portion thereof should be performed. In making the recommendation regarding the time within which the next condition assessment of the parking garage or portion thereof should be performed, the responsible professional engineer shall consider the parking garage's age, maintenance

history, structural condition, construction materials, frequency and intensity of use, location, exposure to the elements, and any other factors deemed relevant by the responsible professional engineer in their professional judgment.

(g) **Review Condition Assessment Reports.** The **City** shall take such enforcement action or actions in response to the information in such condition assessment report as may be necessary or appropriate to protect the public from the hazards that may result from the conditions described in such report. In particular, but not by way of limitation, the City shall, by Order to Remedy or such other means of enforcement as the City may deem appropriate, require the owner or operator of the parking garage to repair or otherwise remedy all deterioration, all conditions that cause deterioration, and all unsafe conditions identified in such condition assessment report pursuant to paragraphs (2) and (3) of subdivision (f). All repairs and remedies shall comply with the applicable provisions of the Uniform Code. This Section shall not limit or impair the right of the City to take any other enforcement action, including but not limited to suspension or revocation of a parking garage's operating permit, as may be necessary or appropriate in response to the information in a condition assessment report.

(h) The City shall retain all condition assessment reports for the life of the parking garage. Upon request by a professional engineer who has been engaged to perform a condition assessment of a parking garage, and who provides the **City** with a written statement attesting to the fact that he or she has been so engaged, the **City** shall make the previously prepared condition assessment reports for such parking garage (or copies of such reports) available to such professional engineer. The **City** shall be permitted to require the owner or operator of the subject parking garage to pay all costs and expenses associated with making such previously prepared condition assessment reports (or copies thereof) available to the professional engineer.

(i) This Section shall not limit or impair the right or the obligation of the **City**:

(1) to perform such construction inspections as are required by section 5 (Construction Inspections) of this local law;

(2) to perform such periodic fire safety and property maintenance inspections as are required by section 11 (Fire Safety and Property Maintenance Inspections) of this local law; and/or

(3) to take such enforcement action or actions as may be necessary or appropriate to respond to any condition that comes to the attention of the **City** by means of its own inspections or observations, by means of a complaint, or by any other means other than a condition assessment or a report of a condition assessment.

#### **SECTION 14. CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA.**

(a) The Code Enforcement Officer shall determine the climatic and geographic design criteria for buildings and structures constructed within this **City** as required by the Uniform Code. Such determinations shall be made in the manner specified in the Uniform Code using, where applicable, the maps, charts, and other information provided in the Uniform Code. The criteria to be so determined shall include but shall not necessarily be limited to, the following:

(1) design criteria to include ground snow load; wind design loads; seismic category; potential damage from weathering, frost, and termite; winter design temperature; whether ice barrier underlayment is required; the air freezing index; and the mean annual temperature;

(2) heating and cooling equipment design criteria for structures within the scope of the RCNYS. The design criteria shall include the data identified in the Design Criteria Table found in Chapter 3 of the RCNYS; and

(3) flood hazard areas, flood hazard maps, and supporting data. The flood hazard map shall include, at a minimum, special flood hazard areas as identified by the Federal Emergency Management Agency in the Flood Insurance Study for the community, as amended or revised with:

- (i) the accompanying Flood Insurance Rate Map (FIRM);
  - (ii) Flood Boundary and Floodway Map (FBFM); and
  - (iii) related supporting data along with any revisions thereto.
- (b) The Code Enforcement Officer shall prepare a written record of the climatic and geographic design criteria determined pursuant to subdivision (a) of this Section, shall maintain such record within the office of the Code Enforcement Officer, and shall make such record readily available to the public.

**SECTION 15. RECORD KEEPING.**

(a) The Code Enforcement Officer shall keep permanent official records of all transactions and activities conducted by all Code Enforcement Personnel, including records of:

- (1) all applications received, reviewed and approved or denied;
- (2) all plans, specifications and construction documents approved;
- (3) all Building Permits, Certificates of Occupancy, Certificates of Compliance, Temporary Certificates, Stop Work Orders, and Operating Permits issued;
- (4) all inspections and tests performed;
- (5) all statements and reports issued;
- (6) all complaints received;
- (7) all investigations conducted;
- (8) all condition assessment reports received;
- (9) all fees charged and collected; and
- (10) all other features and activities specified in or contemplated by sections 4 through 14, inclusive, of this local law.

(b) All such records shall be uploaded to the City's electronic database and also be public records open for public inspection during normal business hours. All plans and records pertaining to buildings or structures, or appurtenances thereto, shall be retained for at least the minimum time period so required by State law and regulation.

**SECTION 16. PROGRAM REVIEW AND REPORTING**

(a) The Code Enforcement Officer shall annually submit to Mayor of this City a written report and summary of all business conducted by the Code Enforcement Officer and the Inspectors, including a report and summary of all transactions and activities described in section 14 (Record Keeping) of this local law and a report and summary of all appeals or litigation pending or concluded.

(b) The Code Enforcement Officer shall annually submit to the Secretary of State, on behalf of this City on a form prescribed by the Secretary of State, a report of the activities of this City relative to administration and enforcement of the Uniform Code.

(c) The Code Enforcement Officer shall, upon request of the New York State Department of State, provide to the New York State Department of State, true and complete copies of the records and related materials this City is required to maintain; true and complete copies of such portion of such records and related materials as may be requested by the Department of State; and/or such excerpts, summaries, tabulations, statistics, and other information and accounts of its activities in connection with administration and enforcement of the Uniform Code and/or Energy Code as may be requested by the Department of State.

## **SECTION 17: VIOLATIONS**

(a) Orders to Remedy. The Code Enforcement Officer is authorized to order in writing the remedying of any condition or activity found to exist in, on or about any building, structure, or premises in violation of the Uniform Code, the Energy Code, or this local law. An Order to Remedy shall be in writing; shall be dated and signed by the Code Enforcement Officer; shall specify the condition or activity that violates the Uniform Code, the Energy Code, or this local law; shall specify the provision or provisions of the Uniform Code, the Energy Code, or this local law which is/are violated by the specified condition or activity; and shall include a statement substantially similar to the following:

“The person or entity served with this Order to Remedy must completely remedy each violation described in this Order to Remedy by \_\_ [specify date], which is thirty (30) days after the date of this Order to Remedy.”

The Order to Remedy may include provisions ordering the Person or entity served with such Order to Remedy (1) to begin to remedy the violations described in the Order to Remedy immediately, or within some other specified period of time which may be less than thirty (30) days; to continue diligently to remedy such violations until each such violation is fully remedied; and, in any event, to complete the remedying of all such violations within thirty (30) days of the date of such Order to Remedy; and/or (2) to take such other protective actions (such as vacating the building or barricading the area where the violations exist) which are authorized by this local law or by any other applicable statute, regulation, rule, local law or ordinance, and which the Code Enforcement Officer may deem appropriate, during the period while such violations are being remedied. The Code Enforcement Officer shall cause the Order to Remedy, or a copy thereof, to be served on the owner of the affected property personally or by registered mail or certified mail within five (5) days after the date of the Order to Remedy. The Code Enforcement Officer shall be permitted, but not required, to cause the Order to Remedy, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or their agents, or any other Person taking part or assisting in work being performed at the affected property personally or by registered mail or certified mail within five (5) days after the date of the Order to Remedy; provided, however, that failure to serve any Person mentioned in this sentence shall not affect the efficacy of the Compliance Order.

(b) Appearance Tickets. The Code Enforcement Officer and each Inspector are authorized to issue appearance tickets for any violation of the Uniform Code.

(c) Penalties. In addition to such other penalties as may be prescribed by State law,

(1) any Person who violates any provision of this local law or any term, condition, or provision of any Building Permit, Certificate of Occupancy, Certificate of Compliance, Temporary Certificate, Stop Work Order, Operating Permit or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law, shall be punishable by a fine of not more than \$500 per day of violation, or imprisonment not exceeding **15 days**, or both; and

(2) any Person who violates any provision of the Uniform Code, the Energy Code or this local law, or any term or condition of any Building Permit, Certificate of Occupancy, Certificate of Compliance, Temporary Certificate, Stop Work Order, Operating Permit or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law, shall be liable to pay a civil penalty of not more than **\$500** for each day or part thereof during which such violation continues. The civil penalties provided by this paragraph shall be recoverable in an action instituted in the name of this **City**.

(d) Injunctive Relief. An action or proceeding may be instituted in the name of this **City**, in a court of competent jurisdiction, to prevent, restrain, enjoin, correct, or abate any violation of, or to enforce, any provision of the Uniform Code, the Energy Code, this local law, or any term or condition of any Building Permit, Certificate of Occupancy, Certificate of Compliance, Temporary Certificate, Stop Work Order, Operating Permit, Order to Remedy, or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law. In particular, but not by way of limitation, where the construction or use of a building or structure is in violation of any provision of the Uniform Code, the Energy Code, this local law, or any Stop Work Order, Order to Remedy or other order obtained under the Uniform Code, the Energy Code or this local law, an action or proceeding may be commenced in the name of this **City** in the Supreme Court or in any other court having the requisite jurisdiction, to obtain an order directing the removal of the building or structure or an abatement of the condition in violation of such provisions. No action or proceeding described in this subdivision shall be commenced without the appropriate authorization from the **City Council** of this **City**

(e) Remedies Not Exclusive. No remedy or penalty specified in this Section shall be the exclusive remedy or remedy available to address any violation described in this Section, and each remedy or penalty specified in this Section shall be in addition to, and not in substitution for or limitation of, the other remedies or penalties specified in this Section, in section 6 (Stop Work Orders) of this local law, in any other section of this local law, or in any other applicable law. Any remedy or penalty specified in this Section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any other remedy or penalty specified in this Section, in section 6 (Stop Work Orders) of this local law, in any other section of this local law, or in any other applicable law. In particular, but not by way of limitation, each remedy and penalty specified in this Section shall be in addition to, and not in substitution for or limitation of, the penalties specified in subdivision (2) of section 382 of the Executive Law, and any remedy or penalty specified in this Section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any penalty specified in subdivision (2) of section 382 of the Executive Law.

#### **SECTION 18: FEES**

A fee schedule shall be established by resolution of the City Council of this **City**. Such fee schedule may thereafter be amended from time to time by like resolution. The fees set forth in, or determined in accordance with, such fee schedule or amended fee schedule shall be charged and collected for the submission of applications, the issuance of Building Permits, amended Building Permits, renewed Building Permits, Certificates of Occupancy, Certificates of Compliance, Temporary Certificates, Operating Permits, fire safety and property maintenance inspections, and other actions of the Code Enforcement Officer described in or contemplated by this local law.

#### **SECTION 19. INTERMUNICIPAL AGREEMENTS**

The **City Council** of this **City** may, by resolution, authorize the **Mayor** of this **City** to enter into an agreement, in the name of this **City**, with other governments to carry out the terms of this local law, provided that such agreement does not violate any provision of the Uniform Code, the Energy Code, Part 1203 of Title 19 of the NYCRR, or any other applicable law.

#### **SECTION 20. PARTIAL INVALIDITY**

If any section of this local law shall be held unconstitutional, invalid, or ineffective, in whole or in part, such determination shall not be deemed to affect, impair, or invalidate the remainder of this local law.

#### **SECTION 21. EFFECTIVE DATE**

This local law shall take effect immediately upon filing in the office of the New York State Secretary of State in accordance with section 27 of the Municipal Home Rule Law.