

# **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**

**Monday, July 8, 2024**

**4:30 PM**

**MAYOR'S CONFERENCE ROOM**

**Board of Estimate & Contract Special Meeting**

Roll Call: Roll Call and reading of agenda items administered by City Clerk Tanesia M. Walters. Noticed in the Journal News.

OTHERS: City Clerk, Tanesia M. Walters, Deputy City Clerk, Nicole J. Bonilla

**ADMINISTRATION OF THE AGENDA**

**RESOLUTIONS APPROVING ORDINANCES**

1. Department of Buildings: An ordinance authorizing the Department of Buildings to contract with Labella Associates, D.P.C. for Fire Safety and Property Maintenance Inspection

**SALARY RESOLUTIONS**

2. Salary Resolution (Code Enforcement, Zombie Home Coordinator, Building Clerk)
3. Minimum/Maximum: Building Clerk
4. Department of Public Safety (Police Department): All Positions - (Computer Console Operator, Personnel Associate, Crime Analyst, Records Clerk)

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

**Chairwoman Patterson-Howard asked if there was new business:**

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

**Mayor asked for a motion to adjourn.**



# City of Mount Vernon, New York

## Staff Report

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**File #:** TMP -723

**Agenda Date:** 7/8/2024

**Agenda #:** 1.

**Board of Estimate & Contract:  
(Special)**

**AN ORDINANCE TO AUTHORIZE THE  
DEPARTMENT OF BUILDINGS TO CONTRACT  
WITH LABELLA ASSOCIATES, D.P.C. FOR FIRE  
SAFETY AND PROPERTY MAINTENANCE INSPECTIONS**

**Whereas**, by letter dated February 8, 2024, the Commissioner for the Department of Buildings has requested legislation authorizing Department of Buildings to contract with LaBella Associates, D.P.C., to perform fire safety and property maintenance inspections of Multiple Dwellings and Non-Residential occupancies as required by the Department of State; and

**Whereas**, the City of Mount Vernon is in the process of adopting the Department of State recommendations based upon a recent audit requested by the City; and

**Whereas**, the Department of State, in a letter dated April 15, 2024, has required the City of Mount Vernon to begin performing fire safety and property maintenance inspections of buildings on the Inspection List, including Public Assembly, Multiple Dwelling, and Non-Residential occupancies; and

**Whereas**, the Department of Buildings and the Fire Department have already commenced inspections of public assembly spaces, but the Department of Buildings lacks the resources to include Multiple Dwelling and Non-Residential occupancies; and

**Whereas**, the City is under a 120-day observation period to demonstrate measurable progress towards addressing this issue and other deficiencies; and

**Whereas**, the City seeks to timely engage a third-party consultant to assist with the required inspections to meet the state-imposed deadlines; and

**Whereas**, Section 6C of the Procurement Policy for the City of Mount Vernon allows for exceptions to the standard Request for Proposal (RFP) process for professional services when it is not practicable; and

**Whereas**, LaBella Associates, D.P.C. is currently under contract with the City for Plan Examination consultant services as a result of an RFP process conducted in February 2023, and has the experience, resources, and bandwidth to address this immediate need; and

**Whereas**, the City plans to provide written documentation outlining the procurement process, evaluation methods used, and the basis for awarding the contract, as required by Section 6D of the Procurement Policy; **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 Buildings to contract with LaBella Associates, D.P.C., to perform fire safety and property maintenance inspections of Multiple Dwellings and Non-Residential occupancies as required by the Department of State.

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

1. **“Department of Buildings”:** The City of Mount Vernon Department is responsible for building inspections, code enforcement, and related activities.

2. **“LaBella Associates, D.P.C.”:** The consulting firm currently contracted with the City for Plan Examination services is now to be engaged for fire safety and property maintenance inspections.

3. **“Inspection List”:** The list of buildings requiring inspections, including Public Assembly, Multiple Dwelling, and Non-Residential occupancies, as outlined by the Department of State.

4. **“RFP”:** Request for Proposal, a standard procurement process for obtaining professional services.

5. **“Procurement Policy”:** The policy governing procurement processes and exceptions for the City of Mount Vernon.

**Section 3. Authorization to Contract.** The Department of Buildings is hereby authorized to contract with LaBella Associates, D.P.C. to perform fire safety and property maintenance inspections of Multiple Dwelling and Non-Residential occupancies. This authorization is granted due to the urgent need to comply with the Department of State's requirements and the impracticality of undergoing a new RFP process under the current time constraints.

**Section 4. Documentation.** The Department of Buildings shall provide written documentation outlining the procurement process, evaluation methods used, and the basis for awarding the contract to LaBella Associates, D.P.C., in compliance with Section 6D of the Procurement Policy.

**Section 5. Term of Contract.** The contract with LaBella Associates, D.P.C. shall be effective immediately upon execution and shall continue until December 31, 2024. This term will allow sufficient time for the City to conduct a new RFP process for services in 2025 if deemed necessary.

**Section 6. Effective Date.** This ordinance shall take effect immediately upon its passage and approval by the City Council.



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**File #:** TMP -722

**Agenda Date:** 7/8/2024

**Agenda #:** 2.

### Board of Estimate & Contract:

**RESOLVED**, that Resolution No. 4, adopted by this Board of Estimate & Contract on January 5, 2024, is hereby amended as follows:

<b>DEPARTMENT OF BUILDINGS</b>		
<b>Positions:</b>	<b>From:</b>	<b>To:</b>
Code Enforcement (Zombie Hon	\$63,679.00	\$1.00
Building Clerk	\$-0-	\$40,868.22

and be it further,

**RESOLVED**, that this resolution shall take effect on January 5, 2024.



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**File #:** TMP -721

**Agenda Date:** 7/8/2024

**Agenda #:** 3.

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### Board of Estimate & Contract:

RESOLVED, that Resolution No. 1 adopted by this Board of Estimate & Contract on January 5, 2024, is hereby amended for the position shown below as follows:

<b>Position: Building Clerk</b>			
<b><u>Grade</u></b>	<b><u>Minimum Salary</u></b>	<b><u>Maximum Salary</u></b>	<b><u>Annual Increment</u></b>
2	\$40,868.22	\$59,876.22	\$2,112.00

and be it further,

RESOLVED, that this resolution shall take effect on January 5, 2024.



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**File #:** TMP -720

**Agenda Date:** 7/8/2024

**Agenda #:** 4.

### Board of Estimate & Contract:

**RESOLVED**, that Resolution No. 4, adopted by this Board of Estimate & Contract on January 5, 2024, is hereby amended for the position shown below as follows:

<b>DEPARTMENT OF PUBLIC SAFETY - POLICE DEPARTMENT</b>		
<b>Position:</b>	<b>From:</b>	<b>To:</b>
Computer Console Operator	\$69,834.00	\$1.00
Personnel Associate	\$-0-	\$63,752.00
Crime Analyst	\$56,935.00	\$73,818.46
Records Clerk	\$42,431.00	\$63,798.00

and be it further,

**RESOLVED**, that this resolution shall take effect on January 5, 2024.