

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, June 26, 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

**A REGULAR MEETING OF THE CITY OF THE MOUNT VERNON CITY COUNCIL
HELD ON WEDNESDAY, JUNE 26, 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).

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. Charter Review Commission: An ordinance authorizing the engagement of the National Civic League (NCL) for the 2024 Charter Review Commission

Code: LPW

Attachments: [NCL Referral Letter.pdf](#)
[Draft National Civic League Revision Process.pdf](#)
[Examples of Charter-Related Efforts of the National Civic League.pdf](#)
[Procurement Justification - NCL.pdf](#)

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2. Management Services: 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: [VXRail RFP City Council Referral.pdf](#)

 3. Department of Public Works: An ordinance authorizing the transfer of funds for purchase of a new vehicle for the Department of Public Works utilizing ARPA Funds
Code: LPW
Attachments: [Comm Vehicle Referral Letter.pdf](#)

 4. Department of Public Works: An ordinance authorizing the Department of Public Safety to advertise for "Resurfacing of Various Streets in the City of Mount Vernon, New York – 2024"
Code: LPW
Attachments: [Resurfacing of Various Streets in the City of Mount Vernon 2024.pdf](#)

 5. Department of Public Works: An ordinance authorizing the Mayor to enter into a Contractual Agreement with Woodard & Curran Engineering for Engineering and Architectural Design Services
Code: LPW
Attachments: [Request for Approval to enter into contractual agreement with Woodard and Curran Letter.pdf](#)

 6. Department of Public Works: An ordinance authorizing the payment for the Retroactive Repair of the Water Fountain at the Gramatan Avenue Roundabout
Code: LPW
Attachments: [Crown Waterproofing 2024.pdf](#)

 7. Department of Public Works: An ordinance authorizing the Director of Sustainability to attend the 2024 National Associations of County and City Health Officials (NACCHO) Conference (July 22 to 26, 2024)
Code: LPW
Attachments: [Referral Letter.pdf](#)
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8. Department of Public Works: An ordinance authorizing the release of a Request for Proposal (RFP) for Engineering Consultant Services for the Roof Replacement Project at the Police Headquarters and Court Building

Attachments: [City Council - RFP Engineering Services - Police Department Roof Replacement.pdf](#)

9. Department of Public Works: An ordinance authorizing the Release of a Request for Proposals (RFP) for the Procurement of Technology Companies to conduct a City-Wide Imagery and LIDAR Scan

Attachments: [Request for Permission to Release an RFP for City Wide Imagery and Lidar Scan.pdf](#)

10. Recreation Department: An ordinance granting permission to the Recreation Department to Co-Sponsor Rose Languisa's 7th Annual Wakanda Celebration at Traphagen School on August 31, 2024

Code: LPW

Attachments: [Wakanda Co Sponsor.pdf](#)
[PD Response Wakanda 2024.pdf](#)
[PD Response 2.pdf](#)

11. Recreation: An ordinance authorizing the Department of Recreation to Co-Sponsor the Back Pack Event with Henry Allen and the Buddy White Project

Code: LPW

Attachments: [buddy white.pdf](#)
[PD Response.pdf](#)

12. Office of the City Clerk: A Resolution of the City Council of the City of Mount Vernon, NY acknowledging the Appointment of Members to the Mount Vernon Charter Review Commission by the Mayor

Code: LPW

Attachments: [Mayoral Charter Rev Comm. Apptmnts.pdf](#)

13. Office of the City Clerk: A Resolution of the City Council of the City of Mount Vernon, NY, acknowledging the Appointment of a Member by the Commission to the Mount Vernon Charter Review Commission

Code: LPW

Attachments: [Charter Rev Comm Apptmnt.pdf](#)

14. Office of the City Clerk: A Resolution of the City Council of the City of Mount Vernon, NY, appointing Members to the Mount Vernon Charter Review Commission by the City Council

Code: LPW

Attachments: [Council Charter Rev Appmnts.pdf](#)

To the Council:

HUMAN RESOURCES

No Items

To the Council:

PUBLIC SAFETY AND CODES

15. Department of Buildings: An ordinance authorizing the transfer of funds within the Department of Buildings Budget to hire additional staff for Code Enforcement - (Building Clerk)

Code: PSC

Attachments: [Defunding the zombie coordinator position.pdf](#)

16. Department of Public Safety: An ordinance authorizing the Mayor to enter into an Amended Contract with Tyler Technologies, Inc., for additional Public Safety Software Modules

Code: PSC

Attachments: [Tyler Referral Letter](#)

17. Department of Public Safety: An ordinance to retroactively reduce funding for the position of Computer Console and reallocate funds to optimize organizational structure

Code: PSC

Attachments: [Public Safety: Reduce Funding Computer Console](#)

18. Department of Public Safety: An ordinance authorizing the creation of a Second (2nd) Personnel Associate position in the Department of Public Safety

Code: PSC

Attachments: [CreatePersonnelAssociate](#)

19. Department of Public Safety: An ordinance authorizing the increase of funding for the Third (3rd) Position of Crime Analyst in the Department of Public Safety
- Code:** PSC
- Attachments:** [Referral Letter - CRime Analyst Crime Analyst Ordinance](#)
20. Department of Public Safety: An ordinance authorizing the increase in funding for one (1) position of Records Clerk in the Department of Public Safety
- Code:** PSC
- Attachments:** [Referral Letter - Records Clerk](#)
21. Department of Public Safety: An ordinance authorizing the Annual National Night Out Event
- Code:** PSC
- Attachments:** [National Night Out Letter Signed By Capt.pdf](#)

To the Council:

FINANCE AND PLANNING

22. Department of Planning & Community Development: An ordinance authorizing the Mayor to execute a contract with Brownfield Redevelopment Solutions, Inc. for Planning and Community Engagement Services
- Code:** FP
- Attachments:** [Comp Plan BRS Contract 2024 Referral Letter 6_20.pdf](#)
[BRS - CUA Proposal Mt Vernon NY Planning Consultant REV 4JUNE24.pdf](#)

ADD-ON

FINANCE AND PLANNING

23. Office of the Mayor: An ordinance authorizing the reallocation of American Rescue Plan Act (ARPA) Funds
- Code:** FP
- Attachments:** [Referral Letter - Revised ARPA Budget for 2024.pdf](#)
[ARPA.pdf](#)

PUBLIC SAFETY AND CODES

24. Department of Buildings: An Ordinance to establish Multi-Dwelling Inspection Fees to enable the Buildings Department to enforce the Uniform Code

Code: PSC

Attachments: [DOB Referral - Fee Schedule MultiDwelling Inspections_ June 2024.pdf](#)

25. Department of Buildings: Revision of Current Contract with Labella to include Building Safety Inspection

Code: Mayors Office and Patterson-Howard

Attachments: [Labella Referral Letter.pdf](#)
[REFERRAL Letter-Legislation.pdf](#)

LEGISLATION AND PUBLIC WORKS

26. Management Services: An ordinance authorizing the Department of Management Services to utilize ARPA Funds for a one-year Support Contract for the VxRail Server Environment

Code: LPW

Attachments: [Referral VxRail Support Contract Payment City Hall and PD from ARPA Budget Code H1680.203.C927 \(rev.6.26.24\).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 -691
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Agenda Date: 6/26/2024

Agenda #: 1 -

City Council:

AN ORDINANCE AUTHORIZING THE ENGAGEMENT OF THE NATIONAL CIVIC LEAGUE FOR THE 2024 CHARTER REVIEW COMMISSION

Whereas, the 2024 Mount Vernon Charter Review Commission (the “2024 Commission”) is tasked with reviewing and recommending revisions to the Charter of the City of Mount Vernon; and

Whereas, the 2024 Commission, composed entirely of volunteers, requires professional assistance to ensure the effective and efficient completion of its work; and

Whereas, the National Civic League (NCL), founded in 1894, has a long history of expertise in civic engagement, charter revisions, and the development of best practices for local governance; and

Whereas, the NCL has provided a quote and scope of work, including relevant staff biographies and a summary of recent work, demonstrating their capability to support the 2024 Commission in its mission; and

Whereas, the 2024 Commission is operating under a truncated timeline and faces challenges, including member shortages, that necessitate immediate professional support; and

Whereas, the cost of engaging the NCL is \$24,500, and funds for this professional service are available in budget code A1010.405; and

Whereas, the engagement of the NCL will lend credibility to the Commission’s work and increase the likelihood of achieving inclusive, widely accepted charter revisions for 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. The City Council authorizes the Mount Vernon Charter Review Commission to engage the National Civic League (NCL) to provide professional services to the 2024 Mount Vernon Charter Review Commission.

Section 2. Agreement. The Mayor is hereby authorized to enter into a contractual agreement with the NCL to provide these services for \$24,500.

Section 3. Funds. Funding for this engagement is available in Budget Code A1010.405.

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

of Estimate & Contract.



**MOUNT VERNON CHARTER REVIEW COMMISSION
OFFICE OF THE CITY CLERK
1 ROOSEVELT SQUARE
MOUNT VERNON, NY 10550
914-665-2351**

CharterReviewCommission@mountvernonny.gov

**Charter Commission
Members**

Tamela Boyd, *Chair*

June 21, 2024

David Rogers, *Vice Chair*

Kareen Bell, *Secretary*

Raquel Bennett

Brian Dwyer

Anitra Headley

Mary Kingsley

Eileen Lambert

Delores Lopes

Kevin Morrison

Haley Pilgrim

Vanessa Ridder

Monica L. Whiting-
Hogans

Mount Vernon City Council Members
City Hall
1 Roosevelt Square
Mount Vernon, NY 10550

Mount Vernon City Council Members:

On behalf of the 2024 Mount Vernon Charter Review Commission (the 2024 Commission), and as its Chairperson, I write to request your authorization to engage the professional services of the National Civic League (NCL) to work with the 2024 Commission toward completion of its very important work. A complete justification for this request, including analysis under the criteria listed in section 6 of the Council's April 24, 2024 "Procurement Policy Amendment," is attached, along with a copy the NCL's quote and scope of work, short relevant staff biographies, and a summary of some of the NCL's recent work.

The NCL was founded 1894 by civic leaders seeking inspiration and new models for governing and managing the nation's cities. Over the next 120+ years, the NCL led major reforms in the way local communities were governed, including the professionalism of city services, the creation of the city manager system, the nonpartisan makeup of many local elected bodies, electoral reform, and inclusive civic engagement. The NCL created and continues to update "The Model City Charter," used by cities as a template for effective charters across the United States. They also created the "Guide for Charter Commissions," a document distributed to this Commission at the start of its journey.

The 2024 Commission and its Advisory Board is made up entirely of volunteers who, while experts in their chosen fields, have no expertise in the charter revision process. The NCL's history of expertise in civic engagement, experience in charter revisions, commitment to best practices and innovative solutions, facilitation and mediation skills, comprehensive analysis and recommendations, and support for implementation, will lend credibility to our mission and lead to a higher likelihood of inclusive, widely accepted charter revisions for Mount Vernon.



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The 2024 Commission is working on an extremely truncated timeline of, realistically, less than a year and have been hampered by member shortages. It is vital that we get the NCL on board as soon as possible. Once we have in place a good infrastructure, inevitable issues like staffing shortages will be less negatively impactful.

I am respectfully requesting that the Council approve legislation to authorize this engagement and for the City to enter into a contractual agreement with the NCL. The cost of this engagement is \$24,500. Funds for this professional service are available in budget code A1010.405.

Best,

Tamala Boyd,
Chair, 2024 Mount Vernon Charter Review Commission
Email: tboyd@boards.cmvny.com

Mt. Vernon, NY

Draft Charter Revision Process

National Civic League

Overview

We are proposing to assist Mt. Vernon, NY, with their City Charter revision process, providing assistance in the following areas:

- Guidance and orientation for the Charter Commission regarding City Charters and key provisions that result in effective, equitable governance;
- Research on communities of similar size to develop comparative analysis of charter governance provisions; and
- Working with the commission and city staff to design a community outreach plan that will result in options for Charter changes that are likely to garner community support.

League staff will meet with the Charter Commission in person three times and online two additional times during this process, which is expected to take a total of six months. The result of the League's assistance will be a set of recommendations for Charter changes and an outreach plan for a measure to be put in front of voters in 2025.

Process Framework:

The Mt. Vernon City Charter revision process will include two phases: a Pre-Charter Initiating Phase and the Outreach and Revision Process.

The Pre-Charter Initiating Phase I will focus on the process and logistics of the revision process and the training/orientation of the appointed Charter Commission. This will include information-gathering, research on key topics and design of a community outreach plan.

The Outreach and Revision Process Phase II will focus on community outreach and engagement, identification of key areas for consideration of revisions, and design of language for updating the Charter itself. Our thought here is that the outreach would be targeted to meet with the members of 5-10 community organizations, e.g., Chamber of Commerce, League of Women Voters, neighborhood associations, etc., since our experience is that open public meetings often fail to attract attendees.

Pre-Charter Initiating Phase

Orientation and Commission Identification of Key Topics (July/Aug)

Purpose: Prepare the Charter Commission for success on their charge.

- Orient Charter Commission members so that they understand their role and responsibilities, including assistance with the targeted outreach process.
- NCL will help Charter Commission members to learn:
 - o What a Charter is/isn't
 - o Role of Charter Commission
 - o How to run targeted outreach meetings
- Work with Commission to identify potential topics for Charter changes

Research and Feedback (Sep/Oct)

For each proposed charter change addressed by the Commission, NCL will draw upon our 100+ years of experience in working with charters and developing models for cities and counties, research best practices among similar size cities and data on outcomes of different governance models to develop and present alternatives along with an evidence-based analysis of strengths and weaknesses.

Examples of areas in which the League has worked with other cities include:

- Elections of Council members by district vs. at-large
- Timing of city elections—November vs. other months
- Council-Manager systems vs. Mayor-Council structures
- Ways to reflect equity and engagement in city charters
- Options for addressing issues and structural priorities outside of inclusion of detailed matters in the charter
- Charter measures for accountability and effective governance

For these and other matters that may be of interest to the commission, the League will access past research and expert discussions, along with new research on cities of similar size and structure to present the commission with pros and cons of alternatives.

Outreach and Revision Process Phase II

Community Outreach Plan (Sep/Oct)

Work with Charter Commission to refine outreach process and identify key Charter issue areas for consideration, and plan community meetings.

- Add, change, outreach target list for outreach.
- Design script and questions for community meetings regarding key Charter issue areas.

Development of Draft Charter Revisions & Other Policy Recommendations (Jan/Feb)

Based on input from community outreach sessions, NCL will work with city staff to help draft language for proposed Charter changes.

**Mt. Vernon City Charter Revision Project
Draft Budget**

Note: This budget is subject to change (increase or decrease) based on the finalized process design.

Staffing: **\$ 21,500.00**

Staffing costs includes all digital tool work, preparation, onsite work, travel time, NCL team meetings, follow-up, and research/writing.

Doug Linkhart
Matt Leighninger
Derek Okubo

Travel (3 trips total) **\$ 3,300.00**

Travel costs includes airfare, hotel, ground transportation, airport parking, mileage, and meals.

Total: **\$24,500.00**

Examples of Charter-Related Efforts of the National Civic League

City Charter Revisions

The National Civic League created the first Model City Charter in 1900 and over the following two decades added signature elements like the council-manager form of government, nonpartisan local elections and professional city administration. In the 120+ years since the League began this work, most cities and towns have adopted provisions recommended by the Model City Charter and the National Civic League has become the principal source of guidance for city charters.

Periodically, the League conducts a revision of the Model City Charter, with the most recent revision being in 2021, which led to the release of the ninth edition. The League has also published a Guide to Charter Commissions, which presents a framework for charter revision, and this has been used in many locations over the years.

Following adoption of the ninth edition of the Model City Charter in 2021, the National Civic League made presentations about the model to numerous state and national audiences and provided technical assistance to several cities that initiated charter revision processes. These include Dallas, TX, St. Louis, MO, Miami/Dade County, and Portland, OR.

The League's most recent assistance project is in Brookings, South Dakota, where we are currently involved in an eight-month effort to aid the city's charter commission conduct community outreach to develop revisions to the charter for placement before the voters. Previously, the League worked in Castle Pines, CO, several years ago to help them work with residents to win a vote for establishing home rule.

The National Civic League has worked with dozens of other communities on community outreach, strategic planning and reform of local governance practices. We are currently assisting seven cities and school boards with efforts that range from civility to economic development.

Personnel to be Involved in the Mt. Vernon Charter Revision Assistance Project

Doug Linkhart, President, National Civic League

Doug Linkhart is a public policy expert who has worked on every side of civic engagement—neighborhood leader, city councilman, state legislator, head of a city department, federal employee, nonprofit manager and business leader. He began his position as president of the League in December 2015.

Doug brings over 40 years of experience in the public policy arena, including 18 years as an elected official, including eight years as a Denver City Councilman and ten years as a Colorado State Representative and Senator. Doug started his career by managing local campaigns, then worked in the federal government as a Presidential Management Intern. He later ran his own consulting business, spending his free time as a newspaper columnist and neighborhood and political activist. He founded a nonprofit organization to serve neighborhood associations and

their residents, which he directed for ten years. After running for Mayor of Denver in 2011, he was appointed by the winning candidate as the Executive Director of Denver's Department of Environmental Health, a 300-person agency which he managed for four years.

Matt Leighninger, Director, Center for Democracy Innovation at the National Civic League

Matt Leighninger has been one of the central figures in democracy innovation over the last twenty years. As a network-builder, convener, author, commentator, researcher, and practitioner, he has helped catalyze and connect the key developments in the recent evolution of democracy..

Matt played a leading role in the wave of democratic innovation of the 1990s and 2000s, which produced many new face-to-face processes for dialogue and deliberation. Working with Everyday Democracy, and then the local officials and staff of the National League of Cities, he provided on-the-ground assistance to over 100 communities in 40 states. Matt described the lessons learned from these efforts to support active citizenship in his first book, *The Next Form of Democracy* (2006) and later published a book with Tina Nabatchi, *Public Participation for 21st Century Democracy* (Wiley, 2015)

Matt brings unique skills, knowledge, and experiences to the main challenges in democracy innovation: helping people institute new participatory strategies and reforms, helping them measure their progress, and communicating those stories and impacts in order to demonstrate the tremendous problem-solving potential of democracy and active citizenship.

Derek Okubo, Senior Fellow, National Civic League; Principal at Derek Okubo LLC.

Derek Okubo is a Colorado native and was raised in Littleton, Colorado, graduating from Arapahoe High School and the University of Northern Colorado. He received a bachelor's degree in psychology with double minors in communication and sociology.

Derek has worked for Big Brothers of Metropolitan Denver as the services coordinator for Denver County; the State of Colorado as a community liaison for Governor Roy Romer; and the National Civic League as the Senior Vice President. During his time with the National Civic League, Derek helped design and facilitate over 70+ planning efforts across the United States. He also published numerous articles on topics such as race and governance, sustainability, community engagement, and Civic Infrastructure (a term coined by NCL in the late 1980's).

In July 2011, Derek was appointed Executive Director of the Agency for Human Rights and Community Partnerships (HRCP) by Mayor Michael B. Hancock. HRCP was founded within Denver city government in 1947 to address race and equity conditions of that time. In his role as Executive Director, Derek oversaw eight city offices and 10 advisory commissions. Due to term limits and as an appointee of Mayor Hancock, Derek completed his service with the City and County of Denver in July 2023 and is currently working on contracts through his LLC.

As a Senior Fellow of the League, Derek provides on-site assistance to communities and is currently working with Sioux Falls, SD, on a strategic planning process and Brookings, SD, on a charter revision process.

PROCUREMENT JUSTIFICATION FOR HIRING THE NATIONAL CIVIC LEAGUE TO ASSIST THE 2024 MOUNT VERNON CHARTER REVIEW COMMISSION

PURPOSE AND NEED

The Mount Vernon Charter Review Commission (the 2024 Commission) requires expert assistance to review and offer potential revisions to the city's charter. This mission critical task necessitates specialized knowledge in civic governance, public administration, and community engagement to ensure that any revision aligns with best practices and adequately addresses the needs of our diverse community. The National Civic League (NCL) has the requisite expertise and experience to support this endeavor effectively.

To this end, the 2024 Commission requests that this engagement be exempted from the City Procurement RFP and bidding process outlined by the Mount Vernon City Council in the "Ordinance Replacing Outdated Procurement Legislation and Adopting an Updated Procurement Policy for the City of Mount Vernon, New York," dated April 24, 2024. The 2024 Commission offers this Justification in furtherance of that request.

EXPERTISE AND EXPERIENCE

The NCL has a long-standing reputation for excellence in civic engagement and governance. Established in 1894, the organization has extensive experience helping municipalities across the United States improve their civic infrastructures. The NCL's proven methodologies in facilitating charter revisions, community involvement, and policy recommendations make them uniquely qualified for this project. In fact, the NCL developed much of the guidance used by charter revision commissions across the United States, and by the people who assist in these efforts. For example, the Model City Charter, the Guide for Charter Commissions (guidance the 2024 Commission was provided by the City upon being selected for service), and the All-America Conversations Toolkit, to name a few.

SCOPE OF SERVICES

The NCL will provide and/or aid the 2024 Commission with the following:

1. Comprehensive Review: Conduct a thorough analysis of the current Mount Vernon charter to identify areas for improvement.
2. Stakeholder Engagement: Facilitate public meetings and workshops to gather input from residents, business owners, and other stakeholders.
3. Best Practices: Provide guidance based on best practices in municipal governance and successful charter revisions in other cities.
4. Draft Revisions: Assist in drafting proposed revisions to the charter, ensuring they are legally sound and reflect community input.

5. Education and Outreach: Develop educational materials and outreach strategies to inform the community about the charter revision process and proposed changes.

COST AND VALUE

While the NCL's services involve a financial investment, the value they bring to the charter revision process is substantial. Their expertise will help avoid costly mistakes and ensure the final charter is both effective and reflective of community needs. The investment in NCL's services will likely result in long-term savings by creating a more efficient and responsive municipal governance structure.

The quote of \$24,500, which is attached, is in line with the amount previously quoted to the former 2019 Commission by the Benjamin Center, a local organization that also offered full-service charter revision commission assistance. Notably, the Benjamin Center quoted a price of \$19,892 in 2019 for similar services. Notably, that price was discounted by the Center, down from an actual cost of \$27,926. Also notably, the Benjamin Center no longer offers charter revision assistance.

REQUESTS FOR ESTIMATES

In seeking charter revision assistance, the 2024 Commission researched and/or reached out to four experts, with the following results:

1. The Benjamin Center – Anitra Hadley, a 2024 Commission member who also served on the 2019 Commission, so was familiar with the Benjamin Center, reached out to inquire about their assistance. She was informed that the Center no longer offers charter revision assistance because the person who spearheaded the effort has retired. Ms. Hadley still had the Benjamin Center's 2019 quote and shared it with 2024 Commission Chairperson.
2. The National Civic League – Tamala Boyd, the 2024 Commission Chairperson reached out to the NCL and spoke with Doug Linkhart. After exchanging several emails about 2024 Commission needs, the NCL provided the quote that is the subject of this justification.
3. New York State Department of State Division of Local Government Service – Both Ms. Boyd and Ms. Hadley exchanged messages with the DOS. The DOS also puts out significant guidance for local governments, however, they do not offer the kind of substantive assistance required by the 2024 Commission.
4. Citizens Union – Ms. Boyd did significant research on the Citizens Union, and while the organization has a lot of experience with charter revision and the process, the focus is on New York City. As such, Ms. Boyd did not pursue a conversation with the Citizens Union.

The 2024 Commission could locate no other organization that could offer the same services in the same way, and that could match NCLs:

- *Extensive Experience:* Decades of experience specifically in charter revision and civic engagement.
- *Reputation:* A trusted name in civic improvement with numerous successful projects. They have literally “written the book” on the charter revision process.
- *Tailored Approach:* Customized strategies that address the unique needs of each community they serve. In fact, in preparation for our initial call, before he knew anything about the 2024 Commission, Mr. Linkhart research Mount Vernon so he could have an intelligent conversation about our needs.

Moreover, engaging the NCL is in line with the standards outlined in Mount Vernon’s updated procurement policy at section 6A, entitled: “Professional services or services requiring special or technical skill, training or expertise.” That section requires that chosen professionals be evaluated using the following criteria: accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. As outline above and again below, the NCL more than meets these requirements.

Evaluation Criteria:

1. *Accountability:* the NCL has a long history of successful projects in municipal governance, demonstrating a high level of accountability. They consistently deliver on their commitments and provide transparent reporting throughout the project lifecycle. There is no better referral than the NCL’s century plus of good work.
2. *Reliability:* the NCL is known for its consistent and reliable performance. Their established methodologies ensure timely and dependable delivery of services, which is crucial for the success of the charter revision process. The NCL has robust support systems and experienced staff to handle any issues that arise.
3. *Responsibility:* the NCL operates under ethical and inclusive standards that include engaging a wide range of stakeholders responsibly, ensuring that all voices are heard and considered in the charter revision process.
4. *Skill:* the NCL team has extensive experience in civic governance, public administration, and legal frameworks, ensuring a comprehensive and expert approach to charter revision. The NCL excels in facilitating public meetings and workshops, skillfully managing diverse perspectives and fostering constructive dialogue.
5. *Education and Training:* The NCL team includes highly educated professionals with advanced degrees in relevant fields such as public administration, law, and political science.
6. *Judgment:* the NCL’s extensive experience allows them to exercise sound judgment in all aspects of the charter revision process, from identifying areas for improvement to drafting revisions.
7. *Integrity:* the NCL is widely recognized for their integrity and trustworthiness. They conduct their work with honesty and transparency, building trust with all stakeholders involved in the charter revision process. For this reason, they remain in business more than a century after their founding.

8. *Moral Worth*: the NCL is a mission driven organization focused on promoting the public good, enhancing democratic governance, and improving civic engagement. Their work reflects a deep commitment to moral and ethical principles. The NCL prioritizes the needs and values of the community, which will ensure that the charter revisions serve the best interests of all residents of Mount Vernon.

Notably, while this procurement does not qualify as an emergency under the updated procurement policy, the 2024 Commission *is* operating within and extremely truncated time period of less than one year, when at least two years was contemplated by the Charter. As such, being required to go through a procurement process, the timing of which is uncertain, at best, would render the prospect of this engagement moot.

CONCLUSION

Based on the criteria of accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth, the NCL is exceptionally qualified to assist the 2024 Commission. Their proven expertise, ethical approach, and commitment to community engagement make them the ideal partner for this critical project. Moreover, such an engagement is a prudent decision that will enhance the quality and effectiveness of the 2024 Commission's recommendations and thus, the quality and effectiveness of Mount Vernon's governance. Finally, the NCL's expertise will ensure a thorough, inclusive, and professionally managed revision process, ultimately leading to a charter that better serves the people of Mount Vernon.

RECOMMENDATION

It is recommended that the 2024 Commission proceed with procuring the services of the NCL to leverage their expertise and ensure the success of our charter revision efforts.



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 -597
A

Agenda Date: 5/22/2024

Agenda #: 2 -

City Council:

AN ORDINANCE AUTHORIZING THE DEPARTMENT OF MANAGEMENT SERVICES TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR A SUPPORT CONTRACT FOR THE DELL VXRail ENVIRONMENT

Whereas, by letter dated June 17, 2024, the Commissioner of the Department of Management Services has requested legislation authorizing 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; and

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; **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. 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. Timeline. The RFP process shall be initiated by June 28, 2024, with the goal of finalizing the support contract by July 8, 2024. This timeline addresses any critical issues promptly and maintains seamless operations.

Section 6. Stakeholder Involvement. Critical stakeholders for this RFP include City Hall and the Police Department. The Department of Management Services shall consult with relevant stakeholders to ensure the support contract meets the needs of all parties involved.

Section 7. 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) 665-2362 – Fax: (914) 665-6173

JUAN PEREZ
Commissioner Management Services

June 17, 2024

VIA EMAIL:

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

RE:Permission to issue RFP for Dell VXRail support contract FOR APPROVAL AT THE June 26th, 2024 CITY COUNCIL MEETING

Honorable Councilmembers:

The Office/Department of Management Services requests that the City Council adopt an Ordinance allowing the Department of Management Services to issue an RFP for a support contract for our Dell VXRail environment in City Hall and the Police Department. This initiative is crucial for maintaining and enhancing the integrity and performance of our IT infrastructure.

The Dell VXRail system has been instrumental in supporting our city's data management and operational needs. However, to ensure its optimal functionality and security, a dedicated support contract is essential. Our current arrangement requires updating to align with the latest technology standards and best practices.

The RFP aims to identify a qualified vendors who can provide comprehensive support services, including:

- Routine Maintenance and Updates: Ensuring the system is up to date with the latest firmware and software patches.
- Troubleshooting and Technical Support: Offering prompt assistance for any operational issues or system failures.
- Performance Optimization: Enhancing system performance through regular assessments and optimizations.

Securing a dedicated support contract will offer numerous advantages, including:

- Enhanced System Reliability: Minimizing downtime and ensuring continuous operation.
- Cost-Effective Solutions: Avoiding expensive repairs and reducing overall maintenance costs.
- Expert Support: Access to skilled professionals who can provide timely and effective solutions to technical challenges.

We have allocated a preliminary budget for this initiative and are committed to ensuring cost-effectiveness. We propose to initiate the RFP process by June 28th, 2024, with the goal of finalizing the contract by July 8, 2024. This timeline will allow us to address any critical issues promptly and maintain seamless operations.

Key stakeholders for this RFP will be City Hall and the Police Department. The Police Department has been consulted and supports this initiative. We believe that your approval is critical for the continued support of our critical systems.

“The Jewel of Westchester”



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

Your approval to issue the RFP will enable us to continue to support the functionality and reliability of our Dell VXRail environment, ultimately serving the best interests of our community. I look forward to your favorable response and am available to discuss any questions or provide additional information you may require.

Departmental Impacts: N/A

Environmental Considerations (If Applicable): N/A

Enforcement Plan by Policy (If Applicable): N/A

Other Final Departmental Needs (If Applicable): N/A

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 -640

Agenda Date: 6/12/2024

Agenda #: 3.

City Council:

**AN ORDINANCE AUTHORIZING THE
TRANSFER OF FUNDS FOR THE PURCHASE OF
A NEW VEHICLE FOR THE DEPARTMENT
OF PUBLIC WORKS UTILIZING ARPA FUNDS**

Whereas, by letter dated May 20, 2024, the Commissioner of the Department of Public Works has requested permission to transfer funds to cover the purchase of a new vehicle using ARPA funds; and

Whereas, the current 2017 Chevrolet Tahoe has become increasingly problematic and unreliable due to frequent engine failures, transmission problems, and electrical system issues; and

Whereas, it is in the best interest of the Department and the Commissioner to purchase a new vehicle to ensure the completion of daily operations and the safety of the Commissioner; and

Whereas, the Department of Public Works plans to discontinue the currently owned 2017 Chevrolet Tahoe from service, remove all emergency lights, and list it on Municibid.com to recoup monies as per the current resale value of the vehicle; and

Whereas, the Department of Public Works has selected National Auto Fleet Group (Sourcewell Contract #091521-NAF) for the purchase of the new vehicle at an anticipated total cost of \$75,005.00; and

Whereas, the following budget line transfer is necessary to cover the purchase of this vehicle utilizing ARPA funds:

FROM:	AMOUNT:	TO:	AMOUNT:
H8140.203 C932 ARPA (Clean Water: Stormwater - Stormwater Sewer Rehabilitation & Flood Mitigation) - \$263,716.00, available)	\$75,005.00	A1640.203APR (ARPA Revenue, Reduction: Government Services - DPW SUVs)	\$75,005.00

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, NEW YORK:

Section 1. Authorization. The City Council hereby authorizes the transfer of funds from H8140.203 C932 ARPA (Clean Water: Stormwater - Stormwater Sewer Rehabilitation & Flood Mitigation) to A1640.203APR (ARPA Revenue, Reduction: Government Services - DPW SUVs) to cover the purchase of a new vehicle for the Department of Public Works.

Section 2. Cost. The total cost of the new vehicle purchase shall not exceed \$75,005.00

Section 3. 2024 Budget. The Department of Public Works shall discontinue the currently owned 2017 Chevrolet Tahoe from service, remove all emergency lights, and list it on Municibid.com to recoup monies as per the current resale value of the vehicle.

Section 3. Implementation. The Department of Public Works shall oversee the procurement of the new vehicle through the National Auto Fleet Group (Sourcewell Contract #091521 -NAF).

Section 4. 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

Revised – June 6, 2024

May 20, 2024

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

Re: Purchase of New Vehicle – Commissioners Office

Dear Honorable City Council Members:

The Department of Public Works would like to purchase a new vehicle for the department's Commissioner. The current 2017 Chevrolet Tahoe vehicle has become increasingly problematic and unreliable. There have been several issues involving frequent engine failure, transmission problems, as well as the electrical system; that pre-date the commissioner's tenure. It is in the best interest of the Commissioner that a new vehicle be purchased for daily operations to be completed and to ensure his safety.

The currently owned 2017 Chevrolet Tahoe will be discontinued from service, have all emergency lights removed and listed on Municibid.com to recoup monies as per the current resale value of the vehicle.

We are selecting National Auto Fleet Group (Sourcewell Contract #091521-NAF) for the purchase of this vehicle. The anticipated total cost of this purchase is \$75,005.00.

The following budget line transfer is necessary to cover the purchase of this vehicle utilizing ARPA funds.

FROM	AMOUNT	TO	AMOUNT
H8140.203 C932 ARPA Clean Water: Storm water- Stormwater Sewer Rehabilitation & Flood Mitigation (\$263,716.00 Available)	\$75,005.00	A1640.203ARP ARPA Revenue Reduction: Government Services- DPW SUVs	\$75,005.00

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

Respectfully,

Damani L. Bush
Commissioner, DPW

Cc: Comptroller's Office / File

DB/lp



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 -634

Agenda Date: 6/26/2024

Agenda #: 4.

City Council:

**AN ORDINANCE AUTHORIZING THE
DEPARTMENT OF PUBLIC SAFETY TO
ADVERTISE FOR BIDS FOR “RESURFACING
OF VARIOUS STREETS IN THE CITY OF
MOUNT VERNON, NEW YORK - 2024”**

Whereas, by letter dated May 28, 2024, the Commissioner of the Department of Public Works has requested legislation authorizing the Department of Public Safety to advertise for bids for the “RESURFACING OF VARIOUS STREETS IN THE CITY OF MOUNT VERNON, NEW YORK - 2024”; and

Whereas, the Department of Public Safety has identified the need for resurfacing various streets in the City of Mount Vernon to improve infrastructure and ensure public safety; and

Whereas, funding for this project is available from the following sources:

- NYS CHIPS (Consolidated Local Street and Highway Improvement Program),
- NYS EWR (Extreme Winter Recovery),
- NYS PAVE-NY,
- NYS POP (Pave Our Potholes),
- CDBG (Community Development Block Grant), and
- American Rescue Plan Act of 2021; and

Whereas, the bid process will adhere to Westchester County’s Minority Participation Policy and may be subject to the AFL-CIO Project Labor Agreement (the Building and Construction Trades Council of Westchester and Putnam Counties, New York), also known as the “PLA”; and

Whereas, the final list of streets to be resurfaced will be determined upon the selection and acceptance of the lowest qualified bidder; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON:

Section 1. Authorization. The City Council authorizes the Department of Public Safety to advertise bids for the “RESURFACING OF VARIOUS STREETS IN THE CITY OF MOUNT VERNON, NEW YORK - 2024.”

Section 2. Funding. The funding for this project will be sourced from:

- NYS CHIPS (Consolidated Local Street and Highway Improvement Program),
- NYS EWR (Extreme Winter Recovery),
- NYS PAVE-NY,
- NYS POP (Pave Our Potholes),
- CDBG (Community Development Block Grant), and
- American Rescue Plan Act of 2021; and

Section 3. Process. The bidding process will comply with Westchester County's Minority Participation Policy and may be subject to the AFL-CIO Project Labor Agreement (PLA).

Section 4. Selection. After the lowest qualified bidder is selected and accepted, the final list of streets to be resurfaced will be submitted to the City Council for approval.

Section 5. 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

May 28, 2024

Honorable City Council
City of Mount Vernon
Mount Vernon, NY 10550
(Through the Office of the Mayor)

RE: RESURFACING OF VARIOUS STREETS IN THE CITY OF MOUNT VERNON, NY - 2024

Dear Honorable Councilpersons:

It is respectfully requested that legislation be enacted to advertise for bids for **“RESURFACING OF VARIOUS STREETS IN THE CITY OF MOUNT VERNON, NEW YORK - 2024”**.

Funding for the aforementioned project is available under the following funding sources:

- NYS CHIPS
- NYS EWR (Extreme Winter Recovery)
- NYS PAVE-NY
- NYS POP (Pave Our Potholes)
- CDBG (Community Development Block Grant)
- American Rescue Plan Act of 2021

The aforesaid bid is subject to Westchester County’s Minority Participation Policy. The bid may be subject to the AFL-CIO Project Labor Agreement (The Building and Construction Trades Council of Westchester and Putnam Counties, New York), also Known as the “PLA”.

The final list of streets to be resurfaced will be submitted upon selection and acceptance of the lowest qualified bidder. The ordinance shall take effect upon its approval by the Board of Estimate and Contract.

Respectfully submitted,

Damani L. Bush
Commissioner of Public Works
DB/cw

Cc: Engineering Department Comptroller’s Office Purchasing Dept. Contract File



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 -654

Agenda Date: 6/26/2024

Agenda #: 5.

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACTUAL AGREEMENT WITH WOODWARD & CURRAN ENGINEERING FOR ENGINEERING AND ARCHITECTURAL DESIGN SERVICES

Whereas, by letter dated June 4, 2024, the Commissioner of the Department of Public Works has requested legislation authorizing the Mayor to enter into a contractual agreement with Woodward & Curran Engineering to provide professional engineering support services in compliance with the NYSDEC Consent Order dated January 29, 2018, for the DPW Yard at 33 Canal Street; and

Whereas, the City of Mount Vernon is required to comply with the New York State Department of Environmental Conservation (NYSDEC) Consent Order dated January 29, 2018, for the Department of Public Works (DPW) Yard located at 33 Canal Street; and

Whereas, the Consent Order mandates the City to undertake corrective actions to address environmental compliance issues, requiring specialized engineering expertise; and

Whereas, Woodward & Curran Engineering has the necessary experience and expertise in environmental engineering and compliance to provide the professional engineering support services needed by the City; and

Whereas, Woodward & Curran Engineering participated in the Request for Qualifications (RFQ) for Engineering and Architectural Design Consultants via Bidnet and was selected as a suitable partner for these services; and

Whereas, the Department of Public Works and the City's Legal Department have reviewed the proposed agreement and ensured it aligns with the City's strategic goals and fiscal policies; **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 contractual agreement with Woodward & Curran Engineering to provide professional engineering support services in compliance with the NYSDEC Consent Order dated January 29, 2018, for the DPW Yard at 33 Canal Street.

Section 2. Scope of Work: The services to be provided by Woodward & Curran Engineering shall include, but are not limited to:

- Comprehensive assessment and analysis of the current environmental conditions;
- Development and implementation of remediation strategies;

- Monitoring and reporting in accordance with NYSDEC regulations;
- Technical support and consultation to ensure ongoing compliance with the Consent Order.

Section 3. Funds. The funds necessary for these services shall be appropriated from the relevant budget lines determined by the City's Finance Department.

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

June 4, 2024

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

Re: Request for Approval to Enter into a Contractual Agreement with Woodard & Curran Engineering for Professional Engineering Support Services pertaining to the New York State Department of Environmental Conservation (NYSDEC) Consent Decree – DPW Yard – 33 Canal Street

Dear Honorable City Council Members,

I am writing to request the City Council's approval to enter into a contractual agreement with Woodard & Curran Engineering, who participated in the RFQ for Engineering and Architectural Design Consultants via Bidnet. This partnership is essential to provide the City of Mount Vernon with the necessary professional engineering support services in compliance with the New York State Department of Environmental Conservation (NYSDEC) Consent Order dated January 29, 2018 – DPW Yard – 33 Canal Street.

The NYSDEC Consent Order mandates the City to undertake a series of corrective actions to address environmental compliance issues at the storage yard. These actions require specialized engineering expertise to ensure that all measures are effectively implemented and in compliance with state regulations. The scope and complexity of these requirements necessitate the expertise of a specialized engineering firm. Woodard & Curran Engineering, with its extensive experience and proven track record in environmental engineering and compliance, is uniquely qualified to assist us in meeting these obligations efficiently and effectively.

The services to be provided by Woodard & Curran Engineering will include, but are not limited to:

- Comprehensive assessment and analysis of the current environmental conditions.
- Development and implementation of remediation strategies.
- Monitoring and reporting in accordance with NYSDEC regulations.
- Technical support and consultation to ensure ongoing compliance with the Consent Order.

Engaging Woodard & Curran Engineering will not only help us fulfill our legal obligations but also enhance the overall environmental health and safety of our community. The proposed agreement has been reviewed by the DPW and the City's legal department to ensure it aligns with our strategic goals and fiscal policies.

"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
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File #: TMP -656

Agenda Date: 6/26/2024

Agenda #: 6.

City Council:

AN ORDINANCE AUTHORIZING PAYMENT FOR THE RETROACTIVE REPAIR OF THE WATER FOUNTAIN AT THE GRAMATAN AVENUE ROUNDABOUT

Whereas, by letter dated June 6, 2024, the Commissioner for the Department of Public Works (“DWP) has requested legislation authorizing the payment to Crown Waterproofing Inc. for the retroactive repair of the water fountain at the Gramatan Avenue Roundabout in the amount of \$41,200; and

Whereas, the Department of Public Works is responsible for maintaining and repairing all city-owned property and for beautifying the city, including the water fountain at the Gramatan Avenue Roundabout; and

Whereas, the Gramatan Avenue water fountain was badly damaged and rendered unusable, necessitating extensive repairs, including the removal of the existing fountain liner, power washing the concrete, and removing and replacing the sealant in several areas; and

Whereas, Crown Waterproofing Inc. was identified as a suitable vendor to complete the repair work effectively and within budget requirements; and

Whereas, the necessary repair work was completed in 2023, but at that time, the DPW lacked the funding to pay for the project; and

Whereas, the funds are now available in this year’s budget to pay the vendor for the work done and for additional repairs anticipated shortly; and

Whereas, the total cost of the repair was \$41,200, and funding for this repair is available through the Building Maintenance - Repairs to Plant and Equipment (A1620.414) line; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization of Retroactive Payment. The City Council authorizes the payment to Crown Waterproofing Inc. for the retroactive repair of the water fountain at the Gramatan Avenue Roundabout in the amount of \$41,200.

Section 2. Funding. Funding for this payment shall be allocated from the Building Maintenance - Repairs to Plant and Equipment (A1620.414) budget line.

Section 3. Completed Work. The Comptroller is authorized to pay Crown Waterproofing Inc. for the completed repair work.

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

June 6, 2024

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

Re: Repair of Roundabout Fountain

Dear Honorable City Council Members:

I am writing to request your support to remit payment for the retroactive repair of the water fountain at the Gramatan Avenue roundabout. The Department of Public Works is responsible for maintaining and repairing all city owned property as well as the beautification of the city. The water fountain on Gramatan Avenue was very badly damaged and rendered unusable prior to its repair. In order to restore the structure, the existing fountain liner needed to be removed, the concrete needed to be power washed, and the sealant had to be removed and replaced in several areas. We have researched various options and found a suitable vendor, Crown Waterproofing Inc. to complete the work effectively and meet the budget requirements.

Contractor/Vendor	Price	Proposal Status
Crown Waterproofing Inc.	\$41,200.00	Submitted
Structural Contracting Services	\$35,970.00	Submitted
Mechanical Epoxy	\$128,000.00	Submitted

When this necessary repair was completed in 2023, the department did not have the available funding to complete the project. We now have the amount available this year to pay the vendor for this work as well as the additional repairs that will need to be done in the near future, as we expect to have to contact them again for additional work.

Funding for this repair is available through the Building Maintenance – Repairs to Plant and Equipment (A1620.414) line. The total cost of this repair was \$41,200.00.

Thank you for considering our request. Kindly have the necessary legislation enacted upon your acceptance and acquiescence of this transaction.

Respectfully,

Damani L. Bush
Commissioner of Public Works

DB/lp

Cc: Comptroller's Office

Attachments: Crown Waterproofing Inc. Invoice

“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

Structural Contracting Services Estimate
Mechanical Epoxy Solutions Estimate



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
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VERNON, NEW YORK
10550
& VIA
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File #: TMP -661

Agenda Date: 6/26/2024

Agenda #: 7.

City Council:

**AN ORDINANCE AUTHORIZING THE DIRECTOR
OF SUSTAINABILITY TO ATTEND THE 2024
NATIONAL ASSOCIATIONS OF COUNTY AND
CITY HEALTH OFFICIALS (NACCHO) CONFERENCE**
(July 22 to 26, 2024)

Whereas, by letter dated June 11, 2024, the Director of Sustainability of the Department of Public Works, has requested legislation authorizing the Director of Sustainability to attend the 2024 National Associations of County and City Health Officials (NACCHO) Conference in Detroit, Michigan, from July 22 to 26, 2024; and

Whereas, the National League of Cities (NLC) has extended an invitation to the City of Mount Vernon to participate in the 2024 National Association of County and City Health Officials (NACCHO) Conference; and

Whereas, the conference will take place in Detroit, Michigan, from July 22 to 26, 2024, with the theme “**Heard it Through the Grapevine: Public Health Partnerships, Collaboration, and Innovation**”; and

Whereas, this conference will gather local health department leaders and other public health professionals from across the United States to discuss critical public health issues; and

Whereas, the conference will cover various tracks, including Behavioral and Mental Health/Substance Abuse, Communication/Marketing/Messaging, Epidemiology and Communicable Disease, Health Equity and Social Determinants of Health, Informatics, Surveillance, and IT, Workforce Leadership, and Public Health Services; and

Whereas, Mount Vernon’s active participation in the NLCS’s Policy & Systems Change Cohort has brought national recognition to the city for its pioneering efforts in environmental justice, well-being, and equity; and

Whereas, attending the conference will provide an opportunity to highlight Mount Vernon’s initiatives, share best practices, and gain insights to improve the city’s public health strategies further; and

Whereas, the NLC will cover all expenses related to this engagement, including travel, lodging, and meals, thereby incurring no cost 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. Authorization is hereby granted for the Director of Sustainability to attend the 2024 National Associations of County and City Health Officials (NACCHO) Conference in Detroit, Michigan, from July 22 to 26, 2024.

Section 2. Participation. The Director of Sustainability is authorized to participate in the conference, engage in discussions, and represent the city's initiatives in public health, environmental justice, and equity.

Section 3. Cost. The NLC will cover all expenses related to the conference attendance, including travel, lodging, and meals, ensuring that participation will be *free* of 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, 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

June 11, 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 to attend the 2024 National Associations of County and City Health Officials Conference.

Dear Members of the City Council,

I am writing to inform you of a significant opportunity that has been extended to me, Shayne Brooks, Director of Sustainability and to our city. I have been invited by the National League of Cities (NLC) to represent Mount Vernon at the upcoming [2024 National Association of County and City Health Officials \(NACCHO\)](#) Conference, scheduled to take place in Detroit, Michigan from July 22 to July 26, 2024.

This year's theme is, ***Heard it Through the Grapevine: Public Health Partnerships, Collaboration, and Innovation***, drawing the largest gathering of local health department leaders and other public health professionals in the United States.

The [conference tracks](#) are as follows:

- Behavioral and Mental Health/Substance Abuse
- Communication/Marketing/Messaging
- Epidemiology and Communicable Disease
- Health Equity and Social Determinants of Health
- Informatics, Surveillance, and IT
- Workforce Leadership
- Public Health Services

This prestigious invitation comes as a direct acknowledgment of our active participation in the NLC's Policy & Systems Change Cohort. Our engagement in this cohort has not only spotlighted Mount Vernon on a national platform but has also underscored our commitment to pioneering efforts in environmental justice, wellbeing, and equity. It is a testament to the innovative strategies and dedicated efforts we are striving to implement to elevate the quality of life for all our residents.

At the conference, I will have the privilege of discussing the impactful work Mount Vernon is leading in these critical areas, particularly highlighting our initiatives aimed at addressing environmental justice. Furthermore, I will share insights into how, despite the absence of a local health department, our city has been at the forefront of championing these vital issues at the local level and how environmental justice and health impacts BIPOC communities. Our approach and experiences can serve as a model for similar cities facing comparable challenges.

It is important to note that the NLC will cover all expenses related to this engagement, including travel, lodging, and meals. Therefore, this engagement will not only bring valuable exposure to Mount Vernon but will also incur no cost to the city.

Your support and the Council's continued backing are crucial for us to seize this opportunity to showcase Mount Vernon's leadership and to continue our efforts in making a meaningful difference in public health and sustainability on a national scale.

Please feel free to contact me directly at (914) 840-4040 or you can email me at Sbrooks@cmvny.com.

Sincerely,



Shayne M. Brooks
Director of Sustainability
SMB



Damani L. Bush
Public Works Commissioner
DLB

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



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
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COM/MOUNTVERNONNY

File #: TMP -662

Agenda Date: 6/26/2024

Agenda #: 22.

City Council:

AN ORDINANCE AUTHORIZING THE RELEASE A REQUEST FOR PROPOSALS (RFP) FOR ENGINEERING CONSULTANT SERVICES FOR THE ROOF REPLACEMENT PROJECT AT THE POLICE HEADQUARTERS AND COURT BUILDING

Whereas, by letter dated June 13, 2024, the Commissioner of the Department of Public Works has requested legislation authorizing the release of a Request for Proposals (RFP) seeking a qualified engineering consultant firm to develop a comprehensive bid scope of work and provide construction management services for the roof replacement project at the Mount Vernon Police Department.; and

Whereas, the Police Headquarters and Court Building, located at 2 Roosevelt Square North, consists of three connected structures constructed over the course of approximately 60-70 years; and

Whereas, the roofing system of the Police Headquarters and Court Building has become severely hazardous, exhibiting deterioration and damage typically associated with water infiltration and the effects of the freeze-thaw cycle on a masonry veneer wall; and

Whereas, the roof of the Mount Vernon Police Department building is in critical need of replacement due to its advanced age and ongoing issues compromising the structural integrity and safety of the facility; and

Whereas, it is essential to address these issues promptly to ensure the continued operation and safety of our law enforcement personnel and the public they serve; and

Whereas, engaging a specialized engineering consultant firm is necessary to develop a comprehensive bid scope of work and provide construction management services for the roof replacement project; and

Whereas, the proposed RFP will seek engineering consultants with expertise in assessment and design, bid scope preparation, and construction management to ensure the project is completed on time, within budget, and to the highest quality standards; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization. The City Council authorizes the release of a Request for Proposals (RFP) seeking a qualified engineering consultant firm to develop a comprehensive bid scope of work and provide construction management services for the roof replacement project at the Mount Vernon Police Department.

Section 2. Scope of Work: The engineering consultant firm's scope of work will include,

but is not limited to:

1. Assessment and Design: Conducting a thorough assessment of the current roof condition and designing a suitable replacement that meets all relevant building codes and standards.

2. Bid Scope Preparation: Developing a detailed and clear scope of work for the bid process to ensure that all necessary components and specifications are included, facilitating accurate and competitive contractor proposals.

3. Construction Management: Providing ongoing oversight and management of the roof replacement project to ensure it is completed on time, within budget, and to the highest quality standards.

Section 3. The selected engineering consultant firm will ensure that the project adheres to all regulatory requirements, safety standards, and best practices in construction and project management.

Section 4. Compliance. The City Council's approval of this ordinance will be instrumental in ensuring the success of the Mount Vernon Police Department roof replacement project and maintaining the integrity and safety of our public infrastructure.

Section 5. 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

June 13, 2024

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

Re: Request for Release of RFP for Engineering Consultant Services for the Mount Vernon Police Department Roof Replacement and Construction Management

Dear Honorable City Council Members,

The Police Headquarters and Court Building, located at 2 Roosevelt Square North, is a complex of 3 connected structures constructed over the course of approximately 60-70 years. The Police Headquarters and Court Building Roofing system has become severely hazardous and currently exhibit several types of deterioration and damage typically associated with water infiltration and the effects of the freeze-thaw cycle on a masonry veneer wall.

I am writing to formally request the City Council's approval to release a Request for Proposals (RFP) seeking a qualified engineering consultant firm. These firms will be engaged to develop a comprehensive bid scope of work and provide construction management services for the upcoming roof replacement project at the Mount Vernon Police Department.

The roof of the Mount Vernon Police Department building is in critical need of replacement due to its advanced age and ongoing issues that compromise the structural integrity and safety of the facility. Addressing these issues promptly is essential to ensure the continued operation and safety of our law enforcement personnel and the public they serve.

The proposed RFP will seek engineering consultants with the following expertise:

1. **Assessment and Design:** Conduct a thorough assessment of the current roof condition and design a suitable replacement that meets all relevant building codes and standards.
2. **Bid Scope Preparation:** Develop a detailed and clear scope of work for the bid process to ensure that all necessary components and specifications are included, facilitating accurate and competitive contractor proposals.
3. **Construction Management:** Provide ongoing oversight and management of the roof replacement project to ensure that it is completed on time, within budget, and to the highest quality standards.



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

We believe that engaging a specialized engineering consultant firm will provide the expertise needed to manage this complex project effectively. The selected firm will be responsible for ensuring that the project adheres to all regulatory requirements, safety standards, and best practices in construction and project management.

I respectfully request the City Council's approval to proceed with the release of this RFP. Your support in this matter will be instrumental in ensuring the success of the Mount Vernon Police Department roof replacement project and in maintaining the integrity and safety of our public infrastructure.

Respectfully,

Damani L. Bush
Commissioner of Public Works
DLB

Cc: Comptroller's Office
Engineering Bureau
Building Maintenance Bureau
MVPD Commissioner
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 -678

Agenda Date: 6/26/2024

Agenda #: 9.

City Council:

AN ORDINANCE AUTHORIZING THE RELEASE OF A REQUEST FOR PROPOSALS (RFP) FOR THE PROCUREMENT OF TECHNOLOGY COMPANIES TO CONDUCT CITY-WIDE IMAGERY AND LIDAR SCAN

Whereas, by letter dated May 30, 2024, the Commissioner of the Department of Public Works has requested legislation authorizing the release of a Request for Proposals (RFP) for the procurement of technology companies capable of conducting comprehensive city-wide imagery and LIDAR scans; and

Whereas, the City of Mount Vernon seeks to enhance its infrastructure management through the use of advanced technology, including comprehensive city-wide imagery and LIDAR scans; and

Whereas, this initiative aims to assess various infrastructural elements, including pavement conditions, sidewalk conditions, traffic infrastructure and signage, tree inventory, and other critical attributes; and

Whereas, the primary objective of this project is to create a robust data inventory and asset management system that will significantly enhance the City's capability to maintain and improve its infrastructure; and

Whereas, leveraging advanced imaging and LIDAR technology will enable the city to assess and manage its assets accurately, ensuring informed decision-making and efficient resource allocation; and

Whereas, this project is crucial for fulfilling the City's financial match obligations for various grants, such as the USDOT Safe Streets for All (SS4A) and Urban and Community Forestry Grants, thereby maximizing the financial resources available for city projects; and

Whereas, the collected data will also assist in the design and implementation of the City's Complete Streets plan, promoting safer and more accessible transportation infrastructure; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization. The City Council authorizes the release of a Request for Proposals (RFP) for procuring technology companies capable of conducting comprehensive city-wide imagery and LIDAR scans.

Section 2. Scope of Work. The scope of work for the selected technology companies will include, but is not limited to:

1. Pavement Condition Assessment: Accurately determine the current state of the City's roads, allowing for informed decision-making regarding maintenance and repairs.

2. Sidewalk Condition Evaluation: Identify hazards and areas in need of improvement to ensure pedestrian safety.

3. Traffic Infrastructure and Signage Analysis: Capture the locations of all traffic signs and equipment to maintain and optimize traffic flow safely through a detailed examination of existing infrastructure and signage.

4. Tree Inventory: Develop a comprehensive inventory of the City's trees, which will facilitate better management and care of the urban forest.

5. Comprehensive Asset Management: Collect and analyze data on various other city assets, improving asset management and resource allocation efficiency.

Section 3. Necessity. The collected data will provide the documentation and justification required to secure and match grant funding, enhancing the financial resources available for city projects.

Section 4. Implementation. The selected technology companies will ensure that all data collection and analysis adhere to the highest standards of accuracy and quality.

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

May 30, 2024

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

RE: "REQUEST FOR PERMISSION TO RELEASE AN RFP FOR CITY-WIDE IMAGERY AND LIDAR SCAN"

Dear Council Members:

I am writing to request your approval to release a Request for Proposals (RFP) for the procurement of technology companies capable of conducting comprehensive city-wide imagery and LiDAR scan. This initiative aims to assess various infrastructural elements including pavement conditions, sidewalk conditions, traffic infrastructure and signage, tree inventory, and other critical attributes.

The primary objective of this project is to create a robust data inventory and asset management system that will significantly enhance our capability to maintain and improve the city's infrastructure. By leveraging advanced imaging and LiDAR technology, we will be able to:

1. **Pavement Condition Assessment:** Accurately determine the current state of our roads, allowing for informed decision-making regarding maintenance and repairs.
2. **Sidewalk Condition Evaluation:** Identify hazards and areas in need of improvement to ensure pedestrian safety.
3. **Traffic Infrastructure and Signage Analysis:** Capture the locations of all traffic signs and equipment to maintain and optimize traffic flow safely through a detailed examination of existing infrastructure and signage.
4. **Tree Inventory:** Develop a comprehensive inventory of the city's trees, facilitating better management and care of our urban forest.
5. **Comprehensive Asset Management:** Collect and analyze data on various other city assets, leading to improved efficiency in asset management and resource allocation.

This project is not only pivotal for enhancing the city's infrastructure management but also plays a crucial role in fulfilling our financial match obligations in various grants awarded to the city such as the USDOT Safe Streets for All (SS4A) and Urban and Community Forestry Grants. The collected data will provide the necessary documentation and justification required to secure and match grant funding, thereby maximizing the financial resources available for city projects. This data will also assist immensely in the design and implementation of the City's Complete Streets plan.



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

I firmly believe that the implementation of this technology-driven assessment will bring significant benefits to our community. It will ensure that our infrastructure is well-maintained and that our investments are strategically directed towards areas of greatest need. Additionally, it aligns with our commitment to leveraging innovative solutions for better urban management.

I respectfully request the City Council's approval to proceed with the release of an RFP for the selection of a qualified technology company to perform the city-wide imagery and LiDAR scan. Your support in this endeavor is essential for the continued improvement and sustainability of our city's infrastructure.

Respectfully,

Damani L. Bush
Commissioner of Public Works
DB/db
CC: Comptroller's Office
Law Department
Engineering Bureau
Purchasing Department
Contracts File



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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COM/MOUNTVERNONNY

File #: TMP -638

Agenda Date: 6/12/2024

Agenda #: 10.

City Council:

**AN ORDINANCE AUTHORIZING THE
DEPARTMENT OF RECREATION TO CO-SPONSOR
ROSE LANGUISA'S THE 7TH ANNUAL WAKANDA
2024 CELEBRATION AT TRAPHAGEN SCHOOL
(Saturday, August 31, 2024)**

Whereas, by letter dated May 28, 2024, the Commissioner of the Department of Recreation has requested legislation authorizing the co-sponsorship of Rose Languisa's 7th Annual Wakanda Celebration at Traphagen School on Saturday, August 31, 2024, at Traphagen School from 11:00 a.m. to 9:00 p.m.; and

Whereas, the Department of Recreation has identified the 7th Annual Wakanda Celebration as a significant event that highlights the rich and diverse African culture and its contributions to our community; and

Whereas, this celebration will feature various performances, foods, and activities that embrace African culture and everything it embodies, thereby promoting community pride and respect; and

Whereas, the level of co-sponsorship will include amusement (bouncy house, cotton candy, etc.), a DJ, and minimal staff to monitor the event; and

Whereas, the presence of two (2) auxiliary police officers is requested for the safety and security of the participants; and

Whereas, the total cost of this event is \$1,000, which will be allocated from Budget Code 7620.104 to cover the minimal staff needed for this 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 authorizes the Department of Recreation to co-sponsor Rose Languisa's 7th Annual Wakanda Celebration at Traphagen School on Saturday, August 31, 2024, at Traphagen School from 11:00 a.m. to 9:00 p.m.

Section 2. Co-Sponsorship. The co-sponsorship will involve providing amusement (bouncy house, cotton candy, etc.), a DJ, and minimal staff to monitor the event.

Section 3. Auxiliary Police Support. The Department of Recreation is authorized to request the presence of two (2) auxiliary police officers for the safety and security of the event. The street supervisor and sector car monitor will monitor the event, and should the need arise, the street supervisor is authorized to hire additional officers on an overtime basis at the expense of the organizer.

Section 4. Funding. The total cost of the event, not to exceed \$1,000, will be allocated from

Budget Code 7620.104 to cover the minimal staff needed for this event.

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

May 28, 2024

Honorable City Council
Through the Office of the Mayor
1 Roosevelt Square
Mount Vernon, NY 10550

Re: 7th Annual Wakanda Celebration

Honorable City Council,

The Department of Recreation requests that the City Council enact legislation to Co-sponsor Rose Luangisa’s 7th Annual Wakanda Celebration on Saturday, August 31, 2024, at Traphagen School from 11 a.m. to 9 p.m.

The Wakanda Celebration, a testament to the rich and diverse African culture and its profound contributions to our community, is a source of immense pride and respect. Various performances, foods, and activities will embrace this colorful culture and everything it embodies.

The level of Co-sponsorship will involve using amusement equipment (bouncy house, cotton candy, etc.), a DJ, and minimal staff to monitor the event. We are requesting auxiliary police for this event.

This event costs \$1,000, which will come from Budget code 7620.104 to cover the minimal staff needed to work there.

Thank you for being so cooperative in this matter.

Sincerely,

Kathleen Walker-Pinckney
Commissioner





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



Captain Michael Goldman
 Commanding Officer

Sergeant Juliet Evans
 Executive Officer

Date: June 25, 2024

To: Office of the Police Commissioner

From: Executive Officer, Support Services Division

Subject: Event Information – Wakanda Celebration

On Monday, June 24, 2024, the undersigned received an event information packet from the Mount Vernon Department of Recreation for review. The applicant, Rose Luangisa, submitted paperwork to hold a “Non for Profit” event called the “Wakanda 2024 Celebration” on Saturday, August 31, 2024, from 1100 to 2100 hours with no scheduled rain dates. The application does not state the number of expected attendees, and there is no street closure request with the application, since the event will take place on Traphagen School grounds. There will be no alcohol sales at the event. The application states that the event will have a 10x10 tent, live entertainment, and a DJ. The applicant is requesting two (2) auxiliary officers to monitor the event. The undersigned supervisor, after thorough consideration of safety measures, recommends that the street supervisor and sector car monitor the event and should the need arise the street supervisor should be authorized to hire additional officers on an overtime basis should the need arises. The undersigned supervisor has no traffic or public safety concerns with this event, and approval of this request is recommended.

Sgt. Juliet Evans #4 6/25/24
 Sergeant Juliet Evans #4
 Executive Officer
 Support Services Division

[Signature]
 6/25/24

[Signature]
APPROVED
 Commissioner of Public Safety

From: [Roach, Juliet](#)
To: [Joshua, Kimberly](#); [Lewis, Tamarris S.](#)
Cc: [Goldman, Mike](#)
Subject: RE: [EXTERNAL] FW: Scanned File
Date: Wednesday, June 26, 2024 11:37:29 AM
Attachments: [image001.png](#)

Good day,

If the need to hire officers for the Wakanda Celebration event arises, the officers will work the event on an overtime basis to be paid by the event organizer.

Sergeant Evans #4

From: Roach, Juliet
Sent: Tuesday, June 25, 2024 12:32 PM
To: Joshua, Kimberly <KThompson@mountvernonny.gov>; Lewis, Tamarris S. <TLewis@cmvny.com>
Subject: RE: [EXTERNAL] FW: Scanned File

Good day,

I have attached the paperwork for the Wakanda Celebration that has the Police Commissioner's approval.

From: Goldman, Mike <MGoldman@pd.ci.mount-vernon.ny.us>
Sent: Thursday, June 20, 2024 6:19 PM
To: Roach, Juliet <JRoach@pd.ci.mount-vernon.ny.us>
Subject: FW: [EXTERNAL] FW: Scanned File

Sent from my Galaxy

----- Original message -----

From: "Lewis, Tamarris S." <TLewis@cmvny.com>
Date: 6/18/24 2:18 PM (GMT-05:00)
To: "Goldman, Mike" <MGoldman@pd.ci.mount-vernon.ny.us>, "Roach, Juliet" <JRoach@pd.ci.mount-vernon.ny.us>, cityclerk <cityclerk@mountvernonny.gov>, "Sexton, Steven" <SSexton@pd.ci.mount-vernon.ny.us>, rose@luangisa.com, "Walker-

Pinckney, Kathleen" <kwalker-pinckney@mountvernonny.gov>

Subject: [EXTERNAL] FW: Scanned File

Good Afternoon

I hope this is sufficient. Thank You.

Tamarris Lewis

Recreation Specialist

Department of Recreation for the City of Mount Vernon

City Hall

One Roosevelt Square

Mount Vernon, NY 10550

Email: tlewis@mountvernonny.gov Office: 914-665-2871



"The Jewel of Westchester"

Always believe in yourself

From: REC Printer <Printer@cmvny.com>

Sent: Tuesday, June 18, 2024 1:26 PM

To: Lewis, Tamarris S. <TLewis@cmvny.com>

Subject: Scanned File

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
CITY HALL, MOUNT
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10550
& VIA
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File #: TMP -565

Agenda Date: 5/8/2024

Agenda #: 11.

City Council:

AN ORDINANCE AUTHORIZING THE DEPARTMENT OF RECREATION TO CO-SPONSOR THE BACK-TO-SCHOOL BACKPACK EVENT WITH HENRY ALLEN AND THE BUDDY WHITE PROJECT

Whereas, by letter dated April 17, 2024, the Commissioner for the Department of Recreation has requested legislation authorizing the Department to co-sponsor the Back-to-School Backpack event with Henry Allen and the Buddy White Project; and

Whereas, the City of Mount Vernon Recreation Department seeks to co-sponsor a Back to School Backpack event with Henry Allen and the Buddy White Project on Saturday, August 10, 2024, with a rain date of Sunday, August 11, 2024; and

Whereas, the event will occur from 1:00 p.m. to 4:00 p.m., with setup time from 8:00 a.m. to 11:00 a.m. and cleanup hours from 4:00 p.m. to 7:00 p.m.; and

Whereas, the event location will primarily be at the Doles Center and include 4th Street Park, necessitating the closure of 7th Avenue between 3rd and 4th Streets to vehicular traffic during the event; and

Whereas, the Department of Public Works is requested to provide barricades for the street closure, and it is recommended that two (2) police officers and four (4) auxiliary police officers be assigned for presence, traffic control, and public safety; and

Whereas, no food or beverages, including alcohol, will be served at this event; and

Whereas, the Buddy White Project, founded by Henry Allen, is dedicated to early childhood educational initiatives, and this Back-to-School event will benefit Mount Vernon youths, predominantly K-8; and

Whereas, the event will collaborate with local and national community-based organizations and corporations for resources, supplies, and referrals, expecting approximately five hundred (500) attendees; and

Whereas, funding for this event will be allocated within Budget Code A7620.457 for a minimal staff of four to six (4-6) individuals and will not exceed \$3,000; **Now, Therefore, Be It Resolved That**

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

Section 1. Event Details.

1.1. The Department of Recreation is authorized to co-sponsor the Back-to-School Backpack event with Henry Allen and the Buddy White Project.

1.2. The event will take place from 1:00 p.m. to 4:00 p.m., with setup time from 8:00 a.m. to 11:00 a.m. and cleanup hours from 4:00 p.m. to 7:00 p.m.

1.3. The event will primarily be held at the Doles Center at 250 South 6th Avenue, Mount Vernon, NY. Additionally, 4th Street Park will be utilized, and the closure of 7th Avenue between 3rd and 4th Streets is requested.

Section 2. Collaboration and Resources.

2.1. The event will collaborate with local and national community-based organizations and corporations to procure necessary resources, supplies, and referrals.

2.2. Further details regarding the event's resources and distribution will be provided by the Department of Recreation.

Section 3. Security Measures. To ensure safety and security, the police department is requested to assign two (2) police officers and four (4) auxiliary police officers to be present for traffic control and public safety during the event.

Section 4. Budget Allocation.

4.1. The cost for the event, not exceeding \$3,000, shall be allocated to Budget Code A7620.457.

4.2. This allocation shall cover minimal staff requirements, estimated between 4-6

individuals.

Section 5. Food and/or Beverages. No food or beverages, including alcohol, will be served at this event.

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



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of RECREATION

SHAWYN PATTERSON-HOWARD
Mayor

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

Kathleen Walker-Pinckney
Commissioner

April 17, 2024

Honorable Members of the City Council
Through the Office of the Mayor
City Hall
Mount Vernon, NY 10550

Re: Buddy White Project

Dear Honorable Council Members:

This letter requests that the City enact legislation to allow The Recreation Department to co-sponsor with Henry Allen and The Buddy White Project for **The Back to School Backpack** event on Saturday, August 10, 2024. The event will run from 1 pm to 4 pm, with setup beginning at 8 am and cleanup following the event. The location for this event will take place primarily at The Doles Center but also include 4th Street Park and we request the closing of 7th Ave between 3rd and 4th Streets. The rain date for this event is Sunday, August 11, 2024, and the times requested will remain the same.

The Buddy White Project, founded by Henry Allen, is an organization that dedicates time and resources to early childhood educational initiatives. This Back to School Event, co-sponsored with the Recreation Department, will be catered to Mount Vernon youth, predominantly K-8. We will collaborate with local and national community-based organizations and corporations for resources, supplies, and referrals. We will supply more details along with the resources to be distributed in the future.

The cost for this event will come from Budget Code A7620.457 for minimal staff (4-6) and will not exceed \$3,000.00. We are also requesting Mount Vernon Auxiliary Police patrol the area.

I appreciate your cooperation in this matter. We are available to answer any questions you may have.

Sincerely,

Kathleen Walker- Pinckney
Commissioner of Recreation

CC: Shawyn Patterson-Howard- Mayor
MVPD
MVFD
DPW



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



Captain Michael Goldman
 Commanding Officer

Sergeant Juliet Evans
 Executive Officer

Date: June 13, 2024
 To: Office of Police Commissioner
 From: Executive Officer of Support Services Division
 Subject: **Bookbag Giveaway – 4th Street Playground/ Dole Center**

Mr. Henry Allen has applied for a special event bookbag giveaway at the Dole Center and the 4th Street Playground (basketball courts) **on Saturday, August 10, 2024**, between 1200 to 1500 hours. The setup for this “Non-Profit” event is scheduled to take place on the day of the event between 0800 and 1100 hours, and the breakdown and clean-up are planned for 1600 to 1900 hours. The event is expecting approximately five hundred (500) attendees. The applicant requests that South 7th Avenue between 3rd Street and 4th Street be closed to vehicular traffic during the event. No food or beverages, including alcohol, will be served at the event. The event will have sound equipment, inflatable devices and signage during the event. The application does not have a request for police services. However, with the requested street closure, the undersigned recommends that two (2) police officers be assigned to this detail and four (4) auxiliary police officers for presence, traffic control, and, most importantly, public safety.

- **DPW to provide barricades for the street closure on S. 7th Ave. at 3rd St. & 4th St.**
- **Hire two (2) police officers for the event.**

The undersigned supervisor recommends approval of this event.

Sgt. Juliet Evans #4 6/13/24
 Sergeant Juliet Evans #4
 Executive Officer of Support Services Division

CC; Patrol Division
 DPW

David Gibson
 6/13/24



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 -685

Agenda Date: 6/26/2024

Agenda #: 12.

City Council:

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MOUNT VERNON, NEW YORK
ACKNOWLEDGING THE APPOINTMENT OF
MEMBERS TO THE MOUNT VERNON CHARTER
REVIEW COMMISSION BY THE MAYOR**

WHEREAS, Section 268 of the Mount Vernon City Code provides for the appointment of the members of the Charter Review Commission; and

WHEREAS, Section 268 of the City Code 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”; and

WHEREAS, the purpose of the Charter Review Commission is to review the existing Charter of the City and recommend any necessary revisions or amendments to ensure that the Charter meets the current and future needs of the City and its residents; and

WHEREAS, the following individuals have been nominated by the Mayor to serve as members of the Charter Review Commission effective March 22, 2024:

1. Anitra Hadley
2. David Rogers
3. Eileen Lambert
4. Katherine Bell
5. Mary Kingsley
6. Tamala Boyd

NOW, THEREFORE, BE IT

RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, NEW YORK:

Section 1. The City Council hereby acknowledges and approves the Mayoral appointments of the following individuals to the Mount Vernon Charter Review Commission effective March 22, 2024:

1. Anitra Hadley
2. David Rogers

3. Eileen Lambert
4. Katherine Bell
5. Mary Kingsley
6. Tamala Boyd

Section 2. The City Council recognizes the importance of the Charter Review Commission in ensuring that the City Charter remains relevant and effective in addressing the needs of the City and its residents.

Section 3. This resolution shall take effect immediately upon its 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

NICOLE J. NONILLA
Deputy City Clerk

June 21, 2024

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

RE: Charter Review Commission Appointments

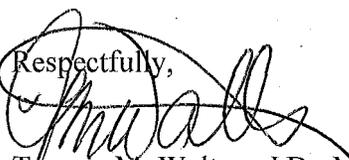
Dear Honorable City Council members:

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 acknowledge the following Mayoral appointments effective March-22, 2024:

1. Anitra Hadley
2. David Rogers
3. Eileen Lambert
4. Katherine Bell
5. Mary Kingsley
6. Tamala Boyd

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

Respectfully,

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

2024 JUN 21 10:40

FILED
CITY CLERK
MOUNT VERNON, NY



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 -686

Agenda Date: 6/26/2024

Agenda #: 13.

City Council:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, NY, ACKNOWLEDGING THE APPOINTMENT OF A MEMBER BY THE COMMISSION TO THE MOUNT VERNON CHARTER REVIEW COMMISSION

WHEREAS, Section 268 of the Mount Vernon City Code provides for the appointment of the members of the Charter Review Commission; and

WHEREAS, Section 268 of the City Code 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”; and

WHEREAS, the purpose of the Charter Review Commission is to review the existing Charter of the City and recommend any necessary revisions or amendments to ensure that the Charter meets the current and future needs of the City and its residents; and

WHEREAS, the following individual has been nominated by the Commission to serve as the 15th member of the Charter Review Commission effective May 9, 2024:

- Dr. Haley Pilgrim

NOW, THEREFORE, BE IT

RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, NEW YORK:

Section 1. The City Council acknowledges and approves the Commission’s appointment of Dr. Haley Pilgrim as the 15th member of the Mount Vernon Charter Review Commission, effective May 9, 2024.

Section 2. The City Council recognizes the importance of the Charter Review Commission in ensuring that the City Charter remains relevant and effective in addressing the needs of the City and its residents.

Section 3. This resolution shall take effect immediately upon its passage and approval of 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

NICOLE J. NONILLA
Deputy City Clerk

June 21, 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 acknowledge the following commission's appointment effective May 9, 2024:

Dr. Haley Pilgrim – 15th. member of the Charter Review Commission

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

Respectfully,


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

2024 JUN 21 A 10:40

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MOUNT VERNON, NY



City of Mount Vernon, New York

Staff Report

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& VIA
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COM/MOUNTVERNONNY

File #: TMP -687

Agenda Date: 6/26/2024

Agenda #: 14.

City Council:

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MOUNT VERNON, NEW YORK
APPOINTING MEMBERS TO THE MOUNT VERNON
CHARTER REVIEW COMMISSION BY THE CITY COUNCIL**

WHEREAS, Section 268 of the Mount Vernon City Code provides for the appointment of the members of the Charter Review Commission; and

WHEREAS, Section 268 of the City Code 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”; and

WHEREAS, the purpose of the Charter Review Commission is to review the existing Charter of the City and recommend any necessary revisions or amendments to ensure that the Charter meets the current and future needs of the City and its residents; and

WHEREAS, the following individuals have been appointed by the City Council to serve as members of the Charter Review Commission effective March 22, 2024:

1. Vanessa Ridder
2. Delores Lopes
3. Brian Dwyer
4. Kevin St. Croix Morrison
5. Monica L. Whiting-Hogans
6. Raquel Bennett

NOW, THEREFORE, BE IT

RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, NEW YORK:

Section 1. The City Council hereby acknowledges and approves the City Council’s appointments of the following individuals to the Mount Vernon Charter Review Commission effective March 22, 2024:

1. Vanessa Ridder
2. Delores Lopes

3. Brian Dwyer
4. Kevin St. Croix Morrison
5. Monica L. Whiting-Hogans
6. Raquel Bennett

Section 2. The City Council recognizes the importance of the Charter Review Commission in ensuring that the City Charter remains relevant and effective in addressing the needs of the City and its residents.

Section 3. This resolution shall take effect immediately upon its 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

(914) 665-2352

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

NICOLE J. NONILLA
Deputy City Clerk

June 21, 2024

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

RE: Charter Review Commission Appointments

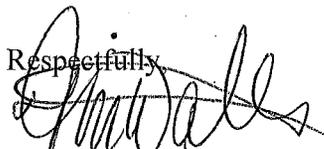
Dear Honorable City Council members:

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 effective March 22, 2024:

1. Vanessa Ridder
2. Delores Lopes
3. Brian Dwyer
4. Kevin St. Croix Morrison
5. Monica L. Whiting-Hogans
6. Raquel Bennett

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

Respectfully,


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

2024 JUN 21 A 10:40

FILED
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MOUNT VERNON, NY



City of Mount Vernon, New York

Staff Report

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File #: TMP -690

Agenda Date: 6/26/2024

Agenda #: 15.

City Council:

AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS WITHIN THE DEPARTMENT OF BUILDINGS BUDGET TO HIRE ADDITIONAL STAFF FOR CODE ENFORCEMENT

Whereas, by letter dated June 20, 2024, the Commissioner for the Department of Buildings has requested legislation be enacted for the transfer funds within the FY2024 salary expenditure code A3620.101 - Code Enforcement (Zombie Home Coordinator) in the amount of \$63,678.00 to fund an additional Building Clerk position within the Department of Buildings Budget Code A3620.101; and

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

Whereas, one of the action requirements outlined in a letter dated April 15, 2024, from the Department of State, pertains to the enforcement of the Uniform Code in the City of Mount Vernon, specifically the hiring of additional Building Department staff to address and remedy deficiencies and perform all required code enforcement activities; and

Whereas, the Department of State has placed the City under a 10-day observation period to demonstrate measurable progress toward addressing this issue and other deficiencies; and

Whereas, there is a need to authorize the Department of Buildings to transfer funds within the FY2024 salary expenditure code A3620.101 - Code Enforcement (Zombie Home Coordinator) to fund an additional Building Clerk position within the Department of Buildings Budget Code A3620.101; and

Whereas, the Building Clerk position will provide necessary administrative support for increased safety and property maintenance inspections required by the Department of State; and

Whereas, the position of "Building Clerk" will be at an annual salary of \$45,092.22, which is a Grade 2 position with a salary range from a minimum of \$40,868.22 to a maximum of \$59,876.22; **Now, Therefore, Be It Resolved That**

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

Section 1: Budget Line Transfer. The City Council hereby authorizes the Comptroller to transfer funds within the FY2024 salary expenditure code A3620.101 - Code Enforcement (Zombie Home Coordinator) in the amount of \$63,678.00 to fund an additional Building Clerk position within the Department of Buildings Budget Code A3620.101.

Section 2: Salary. The Building Clerk position shall be filled at an annual salary of \$45,092.22,

a Grade 2 position with a salary range from a minimum of \$40,868.22 to a maximum of \$59,876.22.

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



CITY OF MOUNT VERNON, NY
DEPARTMENT OF BUILDINGS

SHAWYN PATTERSON-HOWARD
Mayor

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

Patrick G. Holder, R.A.
Commissioner

Hediye Mamak
1st Deputy Commissioner

Markees Boisseau
2nd Deputy Commissioner

June 20, 2024

City Hall
1 Roosevelt Square
Mount Vernon, New York 10550

THROUGH THE OFFICE OF THE MAYOR.

Re: Defunding the Zombie Coordinator Position to Fund for Building Clerk Position

To the Honorable Council Members:

The city is currently in the process of adopting the Department of State recommendations based on the recent audit the City of Mount Vernon requested. One of the action requirements in the letter from The Department of State dated April 15th, 2024, in reference to the Enforcement of the Uniform Code in the City of Mount Vernon, is the hiring of additional Building Department staff to enable the City Building Department to address and remedy the deficiencies outlined in the state report and to perform all required code enforcement activities in the City. Further, the letter stated that the city is under a 120-day observation to demonstrate measurable progress towards addressing this issue, amongst other deficiencies.

This letter comes to request permission to authorize the Department of Buildings to transfer funds within the FY2024 salary expenditure code A3620.101 Code Enforcement (Zombie Home Coordinator) in the amount of \$63,678.00 to fund an additional Building Clerk personnel within the Department of Buildings budget code A.3620.101. The Building Clerk position will provide administrative support to the increased safety and property maintenance inspections required by the Department of State.

The position of "Building Clerk" will be at the annual salary of \$45,092.22 which is a "2" grade with a salary range at a minimum of \$40,868.22 and maximum of \$59,876.22.

Thank you in advance for your consideration and cooperation in this matter.

Respectfully Submitted,

Patrick G. Holder
Commissioner of Buildings
cc: Mayor, Corporation Counsel, City Clerk, The Comptroller



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
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File #: TMP -599

Agenda Date: 5/22/2024

Agenda #: 16.

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AMENDED CONTRACT WITH TYLER TECHNOLOGIES, INC. FOR ADDITIONAL PUBLIC SAFETY SOFTWARE MODULES

Whereas, by letter dated June 19, 2024, the Commissioner of the Department of Public Safety has requested legislation authorizing the Mayor to enter into an amended contract with Tyler Technologies, Inc., to include additional software modules necessary for the police department's efficient operation and compliance; and

Whereas, the City of Mount Vernon has an existing contract with Tyler Technologies, Inc. to provide law enforcement records management software and computer-aided dispatch systems; and

Whereas, the original contract, signed on January 31, 2019, and renegotiated on September 17, 2021, did not include certain key features necessary for the Police Department's compliance and operational efficiency; and

Whereas, the Police Department has identified additional software modules needed for crime mapping, personnel data management system interfaces, body camera program integration, demographic profiling data capture, equipment and inventory management, and use of force event tracking; and

Whereas, the City Council recognizes the urgency and necessity of these additional software modules for compliance with the Department of Justice's investigation and to enhance public safety operations; and

Whereas, the City's Procurement Policy, Section 6, allows for exemptions to competitive procurement procedures for professional services requiring special or technical skill, training, or expertise, including computer software that involves substantial modification and customization of prepackaged software; and

Whereas, the additional software from Tyler Technologies qualifies for this exemption and is available through Sourcewell Cooperative Purchasing Contract 090320-TTI; and

Whereas, funds for this additional expenditure are available in the 2024 Public Safety Budget, Line A3120.416 (Technology Upgrades); **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 Mayor to enter into an amended contract with Tyler Technologies, Inc., to include additional software modules necessary for the police

department's efficient operation and compliance.

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

1. **“Tyler Technologies, Inc.”:** The provider of law enforcement records management software and computer-aided dispatch systems contracted by the City of Mount Vernon.

2. **“Public Safety Software Modules”:** Additional software features including crime mapping, interfaces with the City’s personnel data management system (Kronos), integration with the new body camera program (Axon), demographic profiling data capture, equipment and inventory management, and use of force event tracking.

3. **“Sourcewell Cooperative Purchasing”:** A cooperative purchasing program that provides competitive pricing for products and services, including Tyler Technologies' software.

Section 3. Authorization. The Mayor is authorized to enter into an amended contract with Tyler Technologies, Inc. to include the additional public safety software modules at a one-time cost of \$179,475.00. The additional software is exempt from the RFP process as it qualifies for the exemptions outlined in the City’s Procurement Policy, Section 6.

Section 4. Funding. The 2024 Public Safety Budget, Line A3120.416 (Technology Upgrades), has funds available for the payment of \$179,475.00. Future public safety budgets will account for the recurring annual cost of \$29,670 for the software from 2025 onwards.

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

June 19, 2024

REVISED

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

Dear Honorable Members,

Re: REQUEST AUTHORIZING THE MAYOR TO ENTER AN AMENDED AGREEMENT WITH TYLER TECHNOLOGIES FOR ADDITIONAL SOFTWARE

This letter respectfully requests the Honorable Members of the City Council to approve legislation authorizing the Mayor to enter into an amended contract to expand the City's current agreement with Tyler, the Public Safety division of Tyler Technologies, Inc. in the amount of an additional **\$179,475.00**. This request replaces a previously submitted referral letter dated January 30, 2024 (held at City Council on February 14, 2024) and is a change order to the contract, of the same, signed by the Mayor on September 17, 2021, in the amount of \$705,370.

By way of background, Tyler Public Safety is a global public service provider for law enforcement records management software and has had an ongoing relationship with the Police Department, prior to the Patterson-Howard administration. Intended to replace the current records management software and computer aided dispatch vendor, IMPACT, a request was made by the (former) Commissioner of Public Safety (Harris) to transition to Tyler Technologies on a 10-year agreement between December 2019 and December 2028) at \$180,706 per year for a total contract amount of \$1,807,060. This ordinance was adopted by City Council on January 9, 2019, was approved by the Board of Estimate on January 29, 2019 and, as such, authorized the (former) Mayor (Thomas) to sign the contract which was dated January 31, 2019. No evidence can be found to support that the Tyler Public Safety contract was properly procured.

Between 2019 and 2020, however, no payments were made to Tyler Technologies. In late 2020, the Police Department did a review of its technology resources and determined that while there was an executed contract with Tyler Technologies, the Police Department did not have the hardware to implement the transition to the new records management system and that the contract would need to be renegotiated.

In early 2021, the (former) Commissioner of Management Services (Uzamere) renegotiated a new contract with Tyler Technologies which waived the first two years (2019-2020) of payments owed on the 2019 agreement and reduced the total contract amount from \$1,807,060 to \$705,370.

On July 8, 2021, the (former) Commissioner of Management Services (Uzamere) made a request to the City Council to make payment to Tyler Technologies, in the amount of \$160,000 out of A3120.416. The ordinance was not adopted on July 14, 2021. On July 16, 2021, a special meeting of the City Council was held where the (former) Commissioner of Public Safety (Scott) made a request to the City Council to make payment to Tyler Technologies, in the amount of \$160,000 – and that ordinance was adopted on the same and approved by the Board of Estimate on July 20, 2021. Also included with that request was the amended contract with Tyler Technologies for \$705,370.

On September 17, 2021, the (current) Mayor (Patterson-Howard) signed the amended Tyler Technologies contract with the total investment summary in the amount of \$705,370.

- Tyler Software fees of \$321,345
- Tyler Service fees of \$288,500
- Third Party Hardware, Software and Services of \$31,525
- Travel and Living Expenses of \$64,000
- Total: \$705,370

The 2021 contract also included payment deadlines of \$160,000 and \$161,345 towards the Total Tyler Software Fees to be due by December 31, 2022. No evidence can be found to support the (former) Commissioner of Management Services (Uzamere) or Commissioner of Public Safety (Scott)'s request to City Council giving authorization for the Mayor (Patterson-Howard) to sign the 2021 amended Tyler Technologies contract.

Throughout 2022, the (former) Commissioner of Management Services (Uzamere) worked with the Police Department to acquire the necessary hardware to support the technical infrastructure required to implement to the new Tyler Technologies records management software. By early 2023, the Police Department had the proper technical infrastructure in place to begin the systems transition and worked with the Finance Department to pay the outstanding monies owed to Tyler Technologies.



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

The outstanding balance on the Total Tyler Software fees of \$321,345 was divided amongst two payments: Check #: 155159 dated February 24, 2023 in the amount of \$160,672.50 on Invoice #: 130-126719; and Check #: 156335 dated June 22, 2023 in the amount of \$189,432.50 (which provided payment on Invoice #: 130-133885 for \$160,672.50 and Invoice #: 130-126744 for \$28,760; the latter referring to miscellaneous third party fees and travel expenses).

Throughout late 2023 and early 2024, the Police Department continued conversations with Tyler Technologies to discuss the system rollout plan. It was then that the Police Department realized that the renegotiated contract of \$705,370, signed in 2021, did not include key features such as crime mapping, interfaces with the City's personnel data management system (Kronos) and the new body camera program (Axon); the system did not allow for the capture of demographic profiling data nor did it include modules to manage equipment and inventory or help track use of force events. The added features embedded in the public safety data analytic module are *critical* to the Department's reporting and compliance with the Department of Justice's ongoing investigation into MVPD patterns and practices.

On April 24, 2024, the Honorable Council did approve an ordinance updating the City of Mount Vernon's Procurement procedures. Section 6, titled 'Item 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, stating '*Computer software or programming services for customized program or services involved in substantial modification and customizing of prepackaged software*'. As a result, I request that the additional software being requested, that being software that is integrated into Tyler's already contracted customized software and only available from Tyler, be *exempt* from the RPF process as it cannot be bought 'off the shelf'.

Additionally, Tyler Technologies' software is available on Sourcewell's Cooperative Purchasing platform, by way of **Sourcewell Contract 090320-TTI**.

Please note, the requested \$179,475.00 is a one-time payment.

There is a new recurring cost of \$29,670 for said software from Year 2025 on, that will be accounted for in future Public Safety budgets.

Funds for payment are available in the 2024 Public Safety Budget - Line A3120.416 (Technology Upgrades).

If it meets with your Honorable Body's approval, please adopt an ordinance granting it approval.

Sincerely,

A handwritten signature in black ink that reads "David Gibson". The signature is written in a cursive style with a large, stylized 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
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File #: TMP -628

Agenda Date: 6/12/2024

Agenda #: 17.

City Council:

AN ORDINANCE TO RETROACTIVELY REDUCE FUNDING FOR THE POSITION OF COMPUTER CONSOLE AND REALLOCATE FUNDS TO OPTIMIZE ORGANIZATIONAL STRUCTURE

Whereas, by letter dated May 20, 2024, the Commissioner of the Department of Public Safety has requested legislation to retroactively reduce funding for the position of Computer Console to \$1.00 from May 1, 2024, to December 31, 2024; and

Whereas, the Department of Public Safety has identified a need to reallocate funding for the position of Computer Console to optimize organizational structure and goals; and

Whereas, the Department of Public Safety aims to utilize civilian positions that need to be filled urgently to optimize organizational structure and goals; **Now, Therefore, Be It Resolved That**

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

Section 1. Reduction of Funding for the Position of Computer Console. The City Council hereby adopts an ordinance to retroactively reduce funding for the position of Computer Console to \$1.00 from May 1, 2024, to December 31, 2024.

Section 2. Reallocation of Funds. The amount to be reduced from the position of Computer Console is \$69,834, which will be reallocated to Budget Line A3120.101 (Salary) to optimize organizational structure and goals.

Section 3. Severability. If any provision of this ordinance is invalid, such invalidity shall not affect other provisions that can be effected without the invalid provisions.

Section 4. Repeal. All ordinances or parts of ordinances in conflict herewith are hereby repealed. This ordinance shall be in full force and effect from and after its passage and approval.

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

May 20, 2024

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

**RE: Reduce Funding for Position of Computer Console FOR APPROVAL
at the June 12th, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

The Department of Public Safety requests that the City Council adopt an ordinance to **retroactively reduce funding for the position of Computer Console to \$1.00** from May 1, 2024 to December 31, 2024. This will come from budget line **A3120.101 (Salary)** and re-allocate the funds to the same budget line.

The amount to be reduced from position of Computer Console is \$69,834.00.
The amount to be re-allocated to budget line A3120.101 (Salary) is \$69,834.00.

The Department of Public Safety aims to utilize civilian positions that need to be filled urgently to optimize organizational structure and goals.

If this meets your Honorable Body's approval, please draft legislation authorizing the reallocation of funds.

Respectfully,

David Gibson
Commissioner of Public Safety

Cc: Mayor
Comptroller
Corporation Counsel



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
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VERNON, NEW YORK
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File #: TMP -626

Agenda Date: 6/12/2024

Agenda #: 18.

City Council:

AN ORDINANCE AUTHORIZING THE CREATION OF A SECOND (2ND) PERSONNEL ASSOCIATE POSITION IN THE DEPARTMENT OF PUBLIC SAFETY

Whereas, by letter dated May 20, 2024, the Commissioner of the Department of Public Safety has requested legislation authorizing the creation of a second (2nd) Personnel Associate position (Grade 7B) in the Department of Public Safety; and

Whereas, the City of Mount Vernon recognizes the necessity to optimize the organizational structure and goals of the Department of Public Safety, and

Whereas, the Civil Service Commission authorized the creation of a second (2nd) Personnel Associate position on February 21, 2024, and

Whereas, the Department of Public Safety aims to utilize civilian positions that need to be filled urgently to enhance operational efficiency, and

Whereas, the salary for the second (2nd) Personnel Associate position is \$63,752.00, which will be funded from Budget Line A3120.101, (Salaries and Wages); **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization. The City Council authorizes the creation of a second (2nd) Personnel Associate position (Grade 7B) in the Department of Public Safety.

Section 2. Salary and Budget. The salary for the second (2nd) Personnel Associate position (Grade 7B) is \$63,752.00, and the funds for this position will be allocated from Budget Line A3120.101, (Salaries and Wages).

Section 3. Purpose. The purpose of creating this position is to utilize civilian roles to optimize the organizational structure and goals of the Department of Public Safety.

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
COMMISSIONER

JENNIFER LACKARD
DEPUTY COMMISSIONER

MARCEL OLIFIERS
CHIEF OF OPERATIONS

SHAWYN PATTERSON - HOWARD
MAYOR

May 20, 2024

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

**RE: Create Position of Personnel Associate FOR APPROVAL
at the June 12th, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

The Department of Public Safety requests that the City Council adopt an ordinance to **create a 2nd position of Personnel Associate**. The Civil Service Commission adopted the creation of this position on February 21, 2024. Please find attached the job specifications for the position.

The salary funding for this position will come from **budget line A3120.101 (Salary)** and will be in the amount of **\$63, 752.00**.

The Department of Public Safety aims to utilize civilian positions that need to be filled urgently to optimize organizational structure and goals.

If this meets your Honorable Body's approval, please draft legislation authorizing the reduction and reallocation of funds.

Respectfully,

David Gibson
Commissioner of Public Safety

Cc: Mayor
Comptroller
Corporation Counsel



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
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COM/MOUNTVERNONNY

File #: TMP -629

Agenda Date: 6/26/2024

Agenda #: 19.

City Council:

AN ORDINANCE TO INCREASE FUNDING FOR THE THIRD (3RD) POSITION OF CRIME ANALYST IN THE DEPARTMENT OF PUBLIC SAFETY

Whereas, by letter dated June 19, 2024, the Commissioner of the Department of Public Safety has requested legislation authorizing the increase in funding for the third (3rd) position of Crime Analyst in the Department of Public Safety to ensure compliance with CSEA Union rules and to optimize the organizational structure and goals of the department; and

Whereas, the Department of Public Safety has identified a need to increase the funding for the third (3rd) position of Crime Analyst to ensure compliance with CSEA Union rules and contract requirements; and

Whereas, the current funding for the third (3rd) Crime Analyst position, classified as CSEA Grade 6B, is \$56,935, and it is necessary to increase this amount to \$73,818; and

Whereas, the increase in funding required is \$16,883; and

WHEREAS, the staff member to be placed in the position of Crime Analyst is currently at CSEA Step 10 and must be placed in the position at Step 10 in accordance with union rules and contract; and

Whereas, the third (3rd) Crime Analyst position will not be filled until July 1, 2024, resulting in a savings of \$28,467 in unused salary that can be utilized to fund the required increase; and

Whereas, funds for this position will be allocated from Budget Code A3120.101; and

Whereas, the Department of Public Safety aims to optimize organizational structure and goals by filling civilian positions urgently needed; **Now, Therefore, Be It Resolved That**

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

Section 1. Purpose. The purpose of this ordinance is to increase the funding for the third (3rd) position of Crime Analyst in the Department of Public Safety to ensure compliance with CSEA Union rules and to optimize the organizational structure and goals of the department.

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

1. **“Crime Analyst”**: A civilian position within the Department of Public Safety responsible for analyzing crime data and providing insights to support law

enforcement operations.

2. **“CSEA”**: Civil Service Employees Association, the union representing certain City of Mount Vernon employees.
3. **“Step 10”**: The highest salary step within the CSEA pay grade structure, reflecting the salary for employees with the most experience and tenure in their position.

Section 3. Funding Increase. The funding for the third (3rd) position of Crime Analyst, classified as CSEA Grade 6B, shall be increased from \$56,935 to \$73,818. The additional funding of \$16,883 shall be allocated from the savings of \$28,467 in unused salary resulting from the position not being filled until July 1, 2024.

Section 4. Budget Allocation. Funds for this position shall be allocated from Budget Code A3120.101.

Section 5. Implementation. The Department of Public Safety shall take all necessary steps to ensure that the staff member currently at CSEA Step 10 is placed in the position of Crime Analyst at Step 10 in compliance with union rules and contract requirements.

Section 6. 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

June 19, 2024

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

RE: Increase Funding for Third Position of Crime Analyst FOR APPROVAL
at the June 26th, 2024 CITY COUNCIL MEETING

Honorable Councilmembers:

The Department of Public Safety requests that the City Council adopt an ordinance to **increase funding for the third position of Crime Analyst CSEA grade 6B from \$56, 935.00 to \$73, 818.00**. The amount to be increased is **\$16, 883.00**.

Position	Budget Code for Position	2024 Adopted Salary	Current Salary as Record Clerk Step 10	Needed Salary Increase as Crime Analyst	Starting	Until
Crime Analyst	A3120.101	\$56,935	\$73, 818	\$16, 883	7/1/2024	12/31/2024

The staff member that will be placed in the position of Crime Analyst is currently CSEA Step 10 and to comply with CSEA Union rules and contract, must be placed in the position at Step 10. Since the third Crime Analyst position is not to be filled until July 1st, 2024, that leaves a savings of \$28, 467 of unused salary in that line that can be used to fund the increase needed.

The Department of Public Safety aims to utilize civilian positions that need to be filled urgently to optimize organizational structure and goals. If this meets your Honorable Body's approval, please draft legislation authorizing the increase of funds.

Respectfully,

David Gibson
 Commissioner of Public Safety

Cc: Mayor
 Comptroller
 Corporation Counsel

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**AN ORDINANCE TO RE-CLASSIFY THE TITLE OF
"CRIME ANALYST" WITHIN THE DEPARTMENT
OF PUBLIC SAFETY'S BUDGET LINE FOR
SALARIES AND WAGES**

WHEREAS, by letter dated October 25, 2022, the First Deputy Commissioner of the Department of Public Safety has requested that legislation be enacted to re-classify the current three (3) appointed title of "Crime Analyst," and be graded as Grade '8C' within said department's Budget Line for Salaries and Wages (A3120.101); and

WHEREAS, based upon an analysis of comparable job titles, as well as upon prerequisites and the scope of tasks that the candidate would have to possess and perform, it is my recommendation that the titles of 'Crime Analyst' be graded as Grade '8C', as denoted on the '2017 CSEA Salaries Grade and Step Schedule'. The 'Step 1' salary for a '8C' graded Crime Analyst is \$54,421.78, which is \$578.22 less than the currently budgeted salary of \$55,000.00. As such, no additional funding is necessary in the 2022 Budget year to accommodate this change in salary. Adjustments will be made in requested funding for the salaried positions within the 2023 Budget, based upon the Grade 8C steps; NOW, THEREFORE,

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

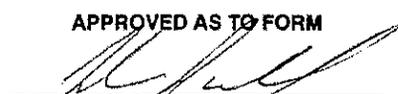
Section 1. It is hereby authorized to re-classify the current three (3) appointed titles of "Crime Analyst," and be graded as Grade '8C' within the Department of Public Safety department's Budget Line for Salaries and Wages (A3120.101).

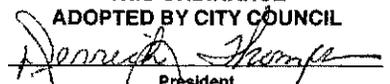
Section 2. The aforesaid position will have an annual salary of \$54,421.78. Funding for this reclassification title of 'Crime Analyst' is available in Budge Line A3120.101 (Salaries & Wages).

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

Vote Taken As Follows: 11/9/2022
Browne: Yea Copeland: Yea
Gleason: Yea Poteat: Yea
Thompson: Yea Ordinance Adopted


Cathlin Gleason
Councilperson

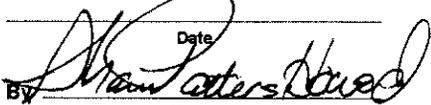
APPROVED AS TO FORM

Assistant Corporation Counsel

**THIS ORDINANCE
ADOPTED BY CITY COUNCIL**

President

ATTEST:

City Clerk

APPROVED
Dept. _____

APPROVED
NOV 9 2022
Date

By _____
Mayor

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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.
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File #: TMP -630

Agenda Date: 6/26/2024

Agenda #: 20.

City Council:

AN ORDINANCE AUTHORIZING THE INCREASE IN FUNDING FOR ONE (1) POSITION OF RECORDS CLERK IN THE DEPARTMENT OF PUBLIC SAFETY

Whereas, by letter dated June 20, 2024, the Commissioner of the Department of Public Safety has requested legislation authorizing the increase in funding for one (1) position of Records Clerk (CSEA, Grade 3) from \$42,431 (Step 1) to \$63,798 (Step 10); and

Whereas, the Department of Public Safety seeks to increase funding for one (1) currently budgeted position of Records Clerk (CSEA, Grade 3); and

Whereas, the current salary for the Records Clerk (Step 1) is set at \$42,431, and the proposed increase would bring the salary to \$63,798 (Step 10); and

Whereas, the funding for the salary increase will utilize the defunded positions of Ordinance Officer and Computer Console Operator from Budget Line A3120.101 (Salary); and

Whereas, the increase is needed because the best candidate for the position is a current Mount Vernon Police Department CSEA employee who is at Step 10 within the Communications Specialist job title; **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 increase in funding for one (1) position of Records Clerk (CSEA, Grade 3) from \$42,431 (Step 1) to \$63,798 (Step 10).

Section 2. Funds. The salary increase will be funded from the defunded positions of Ordinance Officer and Computer Console Operator in Budget Line A3120.101 (Salary).

Section 3. 2024 Budget. The 2024 Budget currently funds the Records Clerk position at \$42,431 (Step 1). The amount to be increased for the position of Records Clerk is \$21,367, bringing the total to \$63,798 (Step 10).

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
COMMISSIONER

JENNIFER LACKARD
DEPUTY COMMISSIONER

MARCEL OLIFIERS
CHIEF OF OPERATIONS

SHAWYN PATTERSON - HOWARD
MAYOR

June 20, 2024

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

RE: Increase Funding for Records Clerk position FOR APPROVAL
at the June 26th, 2024 CITY COUNCIL MEETING

Honorable Councilmembers:

The Department of Public Safety requests that the City Council adopt an ordinance to **increase funding for 1 of the currently budgeted positions of Records Clerk (CSEA grade 3)**. The funds for the salary increase will be reallocated from **budget line A3120.101 (Salary) from one of the vacant positions of Computer Console Operator budgeted at \$69, 835 that will not be filled in 2024**.

Position	Budget Code for Position	2024 Adopted Salary	Current Salary as Communications Specialist Step 10	Needed Salary Increase as Records Clerk	Starting	Until
Records Clerk	A3120.101	\$42, 431	\$63, 798	\$21, 367	7/1/2024	12/31/2024

The staff member that will be placed in the position of Records Clerk is currently CSEA Step 10 as a Communications Specialist and to comply with CSEA Union rules and contract, must be placed in the position as Step 10. The position of Computer Console Operator will not be filled for the remainder of 2024 which will allow for the remaining salary line to be reallocated to this position of Records Clerk.

The Department of Public Safety aims to utilize civilian positions that need to be filled urgently to optimize organizational structure and goals. If this meets your Honorable Body’s approval, please draft legislation authorizing the reallocation of funds.

Respectfully,


David Gibson
Commissioner of Public Safety

Cc: Mayor
Comptroller
Corporation Counsel



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 -684

Agenda Date: 6/26/2024

Agenda #: 21.

City Council:

AN ORDINANCE AUTHORIZING THE ANNUAL NATIONAL NIGHT OUT EVENT

Whereas, by letter dated June 17, 2024, the Commissioner for the Department of Public Safety has requested legislation to authorize the annual National Night Out event; and

Whereas, National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live; and

Whereas, the goals of the National Night Out event are to heighten crime and drug prevention awareness, generate support for and participation in local anti-crime efforts, strengthen neighborhood spirit and police-community partnerships, and send a message to criminals, letting them know neighborhoods are organized and fighting back; and

Whereas, the City of Mount Vernon plans to hold the annual National Night Out event on Tuesday, August 6, 2024, from 5:00 p.m. to 8:00 p.m. at Hartley Park, located at 215 Gramatan Avenue, Mount Vernon, NY; and

Whereas, community support and donations are essential to the success of National Night Out, with local businesses playing a crucial role in providing the necessary resources and support for the event; and

Whereas, Police Commissioner David Gibson, Deputy Commissioner Jennifer Lackard, Chief Marcel Olifiers, the Command Staff, and all the officers and civilian members of the Mount Vernon Police Department express their sincere thanks to all organizations for their past and anticipated support and sponsorship of National Night Out; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization. The City Council authorizes holding the annual National Night Out event on Tuesday, August 6, 2024, from 5:00 p.m. to 8:00 p.m. at Hartley Park, 215 Gramatan Avenue, Mount Vernon, NY.

Section 2. Community Support and Donations. The City Council encourages community support and donations to ensure the success of the National Night Out event. It acknowledges the importance of local businesses and organizations in contributing to this community effort.

Section 3. Collaboration. The Police Department, in collaboration with the community and

local businesses, is authorized to organize and execute the National Night Out event in accordance with the outlined goals and objectives.

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



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



Captain Michael Goldman
Commanding Officer

Sergeant Juliet Evans
Executive Officer

June 17, 2024

To whom it may concern,

Our annual National Night Out will be held this year on Tuesday, August 6, 2024, from 5pm to 8pm at Hartley Park located at 215 Gramatan Avenue, Mount Vernon, NY 10550. National Night Out is designed to: (1) heighten crime and drug prevention awareness; (2) generate support for, and participation in, local anti-crime efforts; (3) strengthen neighborhood spirit and police-community partnerships; and (4) send a message to criminals letting them know neighborhoods are organized and fighting back.

Community support and/or donations make events such as National Night Out possible and successful in our community. Businesses like yours are the key to our success. Your support and/or donation would be greatly appreciated.

As always, on behalf of Acting Police Commissioner David Gibson, Deputy Commissioner Jennifer Lackard, Chief Marcel Olifiers, the Command Staff, and all the officers and civilian members of the Mount Vernon Police Department, we offer our sincere thanks to your organization for your past and anticipated support and sponsorship. If you have any questions, please feel free to contact me at 914-665-2507 (Office) or email me at MGoldman@PD.CMVNY.COM

Sincerely,

A handwritten signature in black ink, appearing to read "Capt. Michael Goldman".

Captain Michael Goldman
Commanding Officer
Support Services Division
Mount Vernon Police 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 -648

Agenda Date: 6/12/2024

Agenda #: 22.

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH BROWNFIELD REDEVELOPMENT SOLUTIONS, INC. FOR PLANNING AND COMMUNITY ENGAGEMENT SERVICES

Whereas, by letter dated June 20, 2024, the Commissioner for the Department of Planning & Community Development has requested legislation authorizing the Mayor to execute a contract with Brownfield Redevelopment Solutions, Inc. (BRS) for planning and community engagement services to complete the Mount Vernon Comprehensive Plan.; and

Whereas, the City of Mount Vernon is in the process of completing the Mount Vernon Comprehensive Plan to address critical issues such as housing, economic development, urban design, open space and parks, traffic, climate change and resilience, air quality, zoning, and public policy; and

Whereas, the Department of Planning and Community Development (PCD) solicited proposals from eight firms to assist with public outreach and community engagement, receiving five estimates and/or interviews; and

Whereas, after thorough consideration, the City has selected the team of Brownfield Redevelopment Solutions, Inc. (BRS) and Creative Urban Alchemy (CUA) to provide the necessary planning and community engagement services; and

Whereas, BRS, Inc. will be the lead consultant, and the contract fee for their services will be one hundred forty-nine thousand one hundred ninety dollars (\$149,190.00); and

Whereas, the contract fee for BRS, Inc. will be paid using the Department of Planning and Community Development Contracted Outside Services (including Comprehensive Plan) Budget Line A8020.405; and

Whereas, BRS, Inc. and CUA will conduct community engagement activities to collect and synthesize data to develop recommendations for the Mount Vernon Comprehensive Plan; and

Whereas, the Department of Planning and Community Development will work with BRS, Inc. and CUA 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 City Council authorizes the Mayor to execute a contract with Brownfield Redevelopment Solutions, Inc. (BRS) for planning and community engagement

services to complete the Mount Vernon Comprehensive Plan.

Section 2. Service Term. The contract shall cover a service term of up to one year and a fee of one hundred forty-nine thousand one hundred ninety dollars (\$149,190.00).

Section 3. Funds. Funding for this contract shall be allocated from the Department of Planning and Community Development Contracted Outside Services (including Comprehensive Plan) Budget Line A8020.405.

Section 4. Engagement Activities. BRS, Inc. and Creative Urban Alchemy (CUA) shall conduct community engagement activities to 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.

Section 5. Implementation. The Department of Planning and Community Development shall oversee the management and implementation of the study in collaboration with BRS, Inc. and CUA.

Section 4. 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

June 20, 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 Brownfield Redevelopment Solutions, Inc. to conduct the study for the Mount Vernon Comprehensive Plan. For approval at the June 26th 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 consultant **Brownfield Redevelopment Solutions, Inc. (BRS)** to provide planning and community engagement services to complete the Mount Vernon Comprehensive Plan. The service contract will cover up to a 1-year service term.

The Department of Planning and Community Development (PCD) solicited eight firms to assist with public outreach and community engagement. Of these firms, five submitted estimates and/or were interviewed. After serious consideration, the city has chosen the team of BRS, Inc and Creative Urban Alchemy (CUA). BRS, Inc. will be the lead consultant and the contract fee will be one hundred forty-nine thousand one hundred ninety dollars (\$149,190.00).

The contract fee for BRS, Inc. will be paid using the **Department of Planning and Community Development Contracted Outside Services (including Comprehensive Plan) budget line A8020.405**. BRS, Inc. and CUA will conduct community engagement to 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.

PCD will work with BRS, Inc. and CUA to manage the day-to-day operations and implementation of the study. I am including the service contract and proposal for the proposed services to be provided by the consultants.

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





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

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

Enclosure(s): BRS, Inc. Proposal
BRS, Inc. Contract (DRAFT)





**PROPOSAL FOR
THE CITY OF MOUNT VERNON, NEW YORK
COMPREHENSIVE PLAN COMMUNITY ENGAGEMENT SERVICES**

MAY 17, 2024 revised June 4, 2024

Brownfield Redevelopment Solutions, Inc. (BRS)

PO Box 2293

Medford Lakes, New Jersey 08055

www.bsinc.com

Contracting Officer: Leah Yasenchak, PhD, AICP, CEcD,
Principal and Co-Founder,

leah@bsinc.com, 856-964-6456, x2

Project Manager: Michael Kolber, AICP,
Planning Division Director, mkolber@bsinc.com,
640-248-1852

INTRODUCTION TO FIRM

Brownfield Redevelopment Solutions, Inc. (BRS) is a New York certified Women-Owned Business Enterprise (WBE) and nationally certified Women-Owned Small Business Enterprise (WOSB) providing consulting services related to community revitalization and resilience since 2003. BRS specializes in assisting public entities across the United States with land use, redevelopment, and resiliency planning inclusive of economic analyses; obtaining and administering grants; performing stakeholder coordination and community outreach; managing sustainable brownfield programs; completing environmental assessments to support redevelopment programs; and providing engineering and owner’s representation services, including oversight of procurement and contractor management, permitting, and regulatory coordination for publicly funded construction.

The BRS staff is an interdisciplinary team of mission-driven professionals, including AICP-certified planners, funding specialists, economists, engineers, environmental scientists, a certified floodplain manager, a LEED-certified professional, landscape architects, graphics and mapping specialists, and other professionals. The full bench strength of our team is available to our clients as needed for technical consultations, and the breadth of their collective knowledge allows BRS to offer a “big picture” perspective and holistic support for community revitalization and resiliency projects.

Our clientele consists primarily of municipalities, and many BRS team members are former municipal employees. As such, we understand the challenges facing local governments as they juggle competing priorities while seeking to attract and engage with high quality developers. We have long-term relationships with many of our clients and are able to integrate into existing municipal teams, acting as outsourced staff members. We have a well-deserved reputation for finding creative solutions for the multitude of community, regulatory, and funding issues that often plague public sector initiatives.

Due to our focus on public sector community revitalization projects that are frequently grant-funded, nearly every project at BRS requires some degree of public outreach and stakeholder coordination, inclusive of steering committees; public meetings; tabling opportunities at community events; focus groups and design charettes; one-on-one interviews; surveys; creation and maintenance of project websites; creation of content and materials for press and public distribution, presentations, and meetings; coordination of translation and/or childcare services; and other services as dictated by the specific needs of the community and project. We have ample experience working with diverse and language-rich populations, and as we are frequently working in underserved or environmental justice communities, we are especially attuned to the “outreach fatigue” that can come with populations that are frequently surveyed without seeing results. We also recognize the power of partnerships with existing community groups to facilitate connection making.

APPROACH TO SCOPE OF WORK

Task 1: Kick off Meeting – BRS will meet with the consultants on the planning team and municipal representatives to understand the current project status and obtain input on outreach needs moving forward.

Task 1 Deliverables:

- 1) Meeting agenda
- 2) Meeting summary
- 3) Project schedule

Task 1 Schedule:

Immediately upon notice to proceed



Task 2: Develop Community Engagement Plan and Survey – BRS will do a review of existing work that has been completed on the Mt. Vernon Master Plan. This will include transcribing and developing meeting summaries of previously held community conversations based on available recordings.

BRS will work with the other consultants on the planning team to develop a full community outreach plan for Phase II of the Comprehensive Plan. This will include dates, locations, and objectives for each community conversation, a marketing strategy for each community conversation, and identification of needed translation services for each meeting; as well discussions on survey and website content and marketing. This information will be synthesized into a community engagement plan to provide guidance to activities moving forward, transparency to all participants, and clear expectations on the schedule and roles of each planning team member.

In concert with the plan development, BRS will work with the city and consultant partners to develop an online survey appropriate for collecting additional city-wide data from community members, including anyone who lives, works, or plays in Mt. Vernon. This survey will focus on filling gaps in knowledge for community needs and preferences, as well as provide an additional opportunity for community members who cannot attend in-person meetings to participate in the planning process. The survey will be open for a minimum of three months, providing ample opportunity to advertise the survey and allow for significant participation. BRS will work with the city’s existing translation service to ensure that the survey is accessible to all community members.

As the planning team moves through the engagement process, we will be encouraging community members to provide additional feedback through the Envision Mt. Vernon website. BRS will collect and synthesize all comments submitted through the website. We will also ensure that comments receive a response from the planning team when appropriate.

Task 2 Deliverables:

- 1) Draft and final community engagement plan
- 2) Online survey
 - a. Summary report
 - b. Presentation of raw data
- 3) Monthly reports on website comments

Task 2 Schedule:

Task 2 will begin upon notice to proceed. The draft community engagement plan will be provided three weeks from the kick off meeting, with a final plan provided one week from receipt of comments. The online survey draft will be provided within 4 weeks of the kickoff meeting, and the final survey will be uploaded to the website within 2 weeks of receipt of comments. A monthly report on website comments will be provided to the planning team.

Task 3: Conduct Community Conversations – As part of Phase I of the Master Plan process, a significant amount of community engagement was conducted. While that engagement focused on the downtown, many of the recommendations from the Downtown Strategic Plan are applicable city-wide. BRS proposes a total of six additional Community Conversations for Phase II of the planning process, each targeted to engage a geography or population that has not yet received sufficient attention. Focusing Community Conversations in this way will also ensure that we are not needlessly repeating previous content or

creating meeting fatigue. An in-person Community Conversation will be held in each of the North Side, and South Side neighborhoods, focusing on understanding the needs, preferences, and strategies for each. There will also be three additional in-person Community Conversations to focus one each on the Spanish speaking populations, and senior and youth populations. These populations have unique needs to be addressed in planning, and youths especially are more likely to attend a meeting if they are specifically solicited for guidance in a fun, social atmosphere. Finally, a Community Conversation will be held specifically to focus on the industrial community of Mt. Vernon. Industrial development has been identified as a critical engine of jobs and economic growth in Mt. Vernon; specific strategies to protect and promote industrial development need to be identified and integrated into the overall comprehensive plan. This will be a virtual meeting to facilitate easier attendance from this busy community. For all Community Conversations with the exception of the one focused on the youth, BRS will plan and coordinate the meetings, provide marketing materials and facilitation, develop meeting notes, and provide summaries of the discussions.

The youth-focused meeting will be organized and run by BRS Team member Creative Urban Alchemy (CUA), as described in the attached proposal. For the remaining five meetings, an outreach strategy will be developed to encourage participation from the targeted group:

- For each of the two neighborhood meetings, BRS will send flyers to stakeholder groups in each neighborhood and will identify key sites for flyers to be posted.
- For seniors, we will send notices to Senior Centers, managers for senior residences, and city libraries and recreation facilities.
- For the Spanish speaking targeted conversation, we will translate materials into Spanish, and work with the City to identify appropriate venues to reach this audience.
- We will work directly with the Industrial Development Agency of Mount Vernon to get lists of industry stakeholders.
- Information for each conversation will be posted on the project website and to relevant social media outlets.
- Electronic marketing materials will be provided to municipal representatives to facilitate outreach through existing channels.

BRS will work with the other consultant teams to put together a plan for each community conversation, including structure, questions to ask, roles, and agenda. We will be responsible for putting together meeting materials, including posters, presentations, maps, and materials required for break-out groups. Up to five BRS staff will be available for each meeting, as needed, to contribute to facilitation and notetaking. BRS will draft a summary report of each community conversation, along with a compilation of raw data. Details on the Youth-Focused Community Conversation can be found in the CUA proposal, attached.

BRS will work with Mount Vernon's existing translation service to translate all written materials, including flyers and other advertisements for meetings, into appropriate languages. Appropriate languages may be different for each engagement depending on geography and targeted audiences.

Task 3 Deliverables for each community conversation:

- 1) Marketing materials
- 2) Meeting plan
- 3) Summary report



- 4) Compilation of raw data

Task 3 Schedule

The schedule for the Community Conversations will be developed in consultation with the municipal representatives and consultant planning team, but it is anticipated that one meeting per month will be held for a six month period. Meetings will be scheduled and marketing materials developed four weeks prior to the meeting to ensure sufficient time for translation and marketing. Meeting materials will be developed one week prior to each Community Conversation. Summary report and raw data will be provided two weeks after each meeting.

Task 4: Website Updates – BRS will work with the other consultants to develop content for the existing Envision Mount Vernon website to improve understanding of the Master Plan process and encourage community participation in events. Content for the website will be submitted to the website managers at least once per month during the planning process.

Task 4 Deliverable:

- 1) Monthly website content delivered to web managers (estimate is for twelve months)

Task 4 Schedule:

Initial information will be gathered during the kick off meeting, and updated content supplied to the web manager on a monthly basis.

Task 5: Synthesize Data – BRS will provide data collected during community engagement in raw form for inclusion in appendices as well as synthesized for incorporation into plan. This includes evaluating results from the community survey, and providing a comprehensive report from website feedback and from each of the Community Conversations, to result in a single document of raw data that can be appended to the plan, as well as a summary of outreach that can be included in the process section of the final plan.

Task 5 Deliverables:

- 1) Consolidated report summarizing outreach process and outcomes
- 2) Appendices providing raw data collected through engagement process

Task 5 Schedule:

Within four weeks of final Community Conversation and close of survey data collection.

Task 6: Review Plan – BRS will review the draft comprehensive plan to ensure community input was incorporated into the document and make suggestions for where that input can be better integrated into the plan.

Task 6 Deliverable:

- 1) Report on integration of public engagement into final plan

Task 6 Schedule

Within three weeks of receipt of draft plan.

Task 7: City-wide public meetings - Two final citywide meetings; one on-line and one in person, will be held at the end of the planning process to present the draft Master Plan to the community and offer an opportunity to provide final feedback. This provides an opportunity for the Planning Team to explain how strategies and actions were developed and answer questions. Most importantly, this is an opportunity to explain how previous community engagement was incorporated into the plan; community members who attended to previous meetings should be able to hear the things that they had talked about repeated back

to them as part of the plan. CUA will also participate in these meetings, as described in the attached proposal.

Task 7 Deliverables:

- 1) Marketing materials
- 2) Presentation for public meetings, developed in partnership with other consultants
- 3) Report on comments received at public meeting

Task 7 Schedule:

The public meetings will be scheduled for immediately after the draft plan is released to the public. It is anticipated that both meeting will occur in quick succession, within 1-2 weeks of each other. The report on comments will be provided within two weeks following each public meeting.

Task 8: Communications – clear communication among the consultants working on the plan and with municipal officials will be critical to ensure efficient and targeted roll out of outreach efforts and to ensure that meeting materials, marketing materials and marketing efforts are focused in a manner that will provide optimal input into the planning process, and that community input is translated effectively back into the plan. It is anticipated that, in addition to the in person kick off meeting described in Task 1, regular (at least monthly) progress calls will be held with the planning team, as well as additional discussions leading up to an following each meeting.

Task 8 Deliverables:

- 1) Topic agendas and action items from each call

Task 8 Schedule:

Calls will be scheduled on a recurring basis each month to ensure coordination across planning team members, with additional calls scheduled as necessary throughout the project period.

Task 9: Pop Up engagements – CUA will train youth in survey facilitation and work with them to survey the community at up to three engagement events within the community, as described in the attached proposal from CUA.

PRICING

Task	Total
Task 1: Kick-Off Meeting	\$3,120
Task 2: Community Engagement Plan and Survey	\$11,843
Task 3: Community Conversations	\$42,335
Task 4: Website Updates	\$6,552
Task 5: Synthesizing Data	\$7,792
Task 6: Review Plan	\$5,640
Task 7: City-Wide Public Meetings (2)	\$3,948
Task 8: Communications	\$12,360
BRS Direct Expenses (travel and materials)	\$7,000
Project Administration	\$3,600
Creative Urban Alchemy scope (see attached proposal for breakdown)	\$45,000
Total	\$149,190



BRS's entire interdisciplinary team can be made available to Mount Vernon through the duration of this engagement should additional consultation beyond the scope be needed. Please see the hourly rate table below.

BRS HOURLY RATES FOR TIME AND MATERIALS WORK BEYOND THE SCOPE

Position	Hourly Rate
Principal	\$ 174
Supervisory Engineer	\$ 166
Managing Environmental Scientist	\$ 156
Supervisory Planner	\$ 150
Supervisory Grant Writer/Manager	\$ 150
Supervisory Landscape Architect	\$ 152
Senior Environmental Scientist	\$ 145
Grant Writer	\$ 130
Environmental Scientist	\$ 120
Senior Grant Manager	\$ 132
Grant Manager	\$ 128
Senior Planner	\$ 132
Planner	\$ 125
Economist	\$ 125
CADD / GIS Operator	\$ 110
Staff Grant Manager	\$ 110
Staff Planner	\$ 110
Staff Landscape Architect	\$ 110
Staff Engineer	\$ 110
Intern	\$ 56



CREATIVE URBAN ALCHEMY PROPOSAL



Creative Urban Alchemy LLC (CUA) is a design and planning consultancy that strives for equity and design excellence in creating strategies for diverse scales in urban environments, including revitalization projects for Cities. CUA offers services in the crafting of urban design concepts, frameworks and guidelines, developing masterplans, public realm plans, placemaking approaches, participatory design / community engagement methodologies and equitable planning strategies. CUA has worked in the sectors of arts & culture, climate & environmental justice, health & wellness and criminal justice. Our work is centered on the ideation and strategy development that is born out of an empowering engagement process. We partner with community engagement, design and planning teams to develop ways of activating space through art/design and creative workshops to meaningfully provide a platform to amplify community voice and empowerment. Certified Minority & Women owned Business Enterprise with the New York City Department of Small Business Services (SBS). Certified Minority & Women owned Business Enterprise with the New York State Department of Economic Development, Division of Minority and Women's Business Development (DMWBD).

Mount Vernon Comprehensive Plan: Youth Engagement Proposal

CUA's role on this project is to lead youth engagement through diverse methodologies including workshops, public event pop up engagement and capacity building. We aim to support the cultivation of youth leadership and attachment to place by partnering with young people in soliciting feedback from the general public on the aims and goals of the Comprehensive Plan. CUA will be supported by BRS in the form of invoice processing and event promotion. CUA will work with an already established Youth Bureau in the City of Mount Vernon.

Youth Engagement Workshop : September 2024

Title	Fee
CUA Youth Engagement Workshop fee	\$11,000

Tasks and Deliverables

- Two hours Youth engagement workshop in September 2024 that gets feedback from youth on what they want to see in Mount Vernon based on the scope of work of the comprehensive plan. The workshop will also include feedback from any pop-up engagements that have occurred prior to the workshop. The workshop will be facilitated through use of mid journey – a generative artificial intelligence program that generates images from natural language descriptions. This will provide a vehicle for non-designers to reimagine spaces in real time during the workshop. The intention of using Midjourney is to combine all feedback into visualizations that youth will use for further pop-up engagement in the city.
- Fee includes lunch provided for workshop
- **Resources needed:** Two to three rooms with screen that can be connected to a laptop and a projector
- **Deliverable:** Synthesis report of stakeholder engagement feedback

Three Pop Up Engagements: July 2024 – March 2025

Title	Fee
CUA Pop Up Engagement fee	\$28,000

Tasks and Deliverables

1. Youth survey facilitation training: (July /August 2024) The training is to prepare youth for engaging the public to get ideas for the Comprehensive Plan and feedback on their visioning art.
 - Train youth in how to facilitate a survey with the public and co-develop survey questions during the training
 - Survey lives in Google form that will be used by youth on their cell phones and/or tablets
2. Crafting of youth engagement surveys: (July/ August 2024) Surveys will be co-created with youth to accompany the placards and used to facilitate the pop-up engagements
 - Develop surveys based on goals of Comprehensive Plan and themes of youth engaged visioning art
 - Place into digital survey tool
3. Crafting of youth engagement visioning placards: (September/October 2024) After the youth engagement workshop the images will be printed on metal placards and used during future pop-up sessions to get feedback

from the public on the ideas in the images.

4. Three pop up public engagements: Identify two public engagement events over the summer, fall and spring 2025, Maximum four hours each. Facilitate surveys with maximum five local youth and display youth engaged art (outdoor/indoor exhibition style). Engage in one canvassing event for a maximum of five hours with five young people from the Mount Vernon Youth Bureau
5. Consulting fee includes a team lunch and maximum of \$1400 total for stipends for maximum five young people to participate in both the pop up engagement and community canvassing
 - **Resources needed:** One room for training with screen that can be connected to a laptop and a projector, tablets for the youth to use with the survey
 - **Deliverable:** Synthesis report of community engagement feedback, Youth co-created engagement survey, Youth engaged art placards

Facilitation of two citywide public meetings: February – March 2025

Title	Fee
CUA Facilitation Fee	\$3000

Tasks and Deliverables

6. Facilitation: Support the facilitation of the two citywide public meetings including preparation. Maximum 90 minutes for each meeting.
7. Review the integration of the youth engagement synthesis in the Comprehensive Planning report

Meetings, Conference Calls and Team Coordination: July 2024 – March 2025

Title	Fee
CUA Fee	\$3000

Tasks and Deliverables

- Biweekly Meeting & Coordination with team

Total Budget = \$45,000

FIRM BIO

Creative Urban Alchemy LLC (CUA) is a design and planning consultancy that strives for equity and design excellence in creating strategies for diverse scales in urban environments, including revitalization projects for Cities. CUA offers services in the crafting of urban design concepts, frameworks and guidelines, developing masterplans, public realm plans, placemaking approaches, participatory design / community engagement methodologies and equitable planning strategies. CUA has worked in the sectors of arts & culture, climate & environmental justice, health & wellness and criminal justice. CUA centers a collaborative approach that invites all stakeholders to engage in an interactive process that builds consensus and supports community empowerment.

- Nationally recognized as an expert in equitable urban design. Provided capacity building and technical support to several Mayors as a part of the Mayors Institute on City Design Just City Mayoral Fellowship that brought together a small group of mayors and design experts to directly tackle racial injustices in each of their cities

through planning and design interventions.

- International thought leadership on equitable design and development. Invited to present keynote addresses for convenings for the UK Institute of Civil Engineers, Mayor's Office of the City of Seoul, Korea; Mayor's Office of the City of Helsingborg, Sweden; Kingdom of the Netherlands in South Africa; American Institute of Architects; New York Chapter of the American Society of Landscape Architects; New York Chapter of the American Planning Association; and National Building Museum.
- Climate & Environmental Justice expertise. Building Sector Advisor for the New York State Energy and Research Development Authority providing industry insight to the State Climate Impact Assessment - a comprehensive analysis of how climate change is affecting New York State human health, environment, and economy
- Certified Minority & Women owned Business Enterprise with the New York City Department of Small Business Services (SBS).
- Certified Minority & Women owned Business Enterprise with the New York State Department of Economic Development, Division of Minority and Women's Business Development (DMWBD).



left image: Somerset Precinct, Cape Town, South Africa

KEY PERSONNEL



KEY PERSONNEL

Below is a brief summary of the BRS Planners and supporting personnel assigned to this effort. Full resumes are attached. Additionally, the entire interdisciplinary bench strength of BRS can be made available to Mount Vernon for consultation as needed, and we have provided our full rate table in the last section of this proposal.



Principal in Charge Leah Yasenchak PhD, AICP, CECD, leads the firm’s Planning and Grant Services Divisions. In addition to being a nationally accredited planner and certified economic developer, Dr. Yasenchak brings a host of experience managing area-wide redevelopment efforts. With over 30 years working at both the federal and local level on community revitalization programs, Leah has extensive experience with managing and implementing area-wide planning programs; managing and coordinating millions of dollars in federal, state, and local grants;

providing technical review and oversight of brownfield projects; and conducting community outreach. A former Board Member of the Northeast Economic Development Association, she has worked on economic development initiatives throughout the northeast, with an emphasis on urban brownfields. Leah holds a Doctorate in Environmental Planning from Rutgers University, a Masters in Environmental Science from Johns Hopkins University, a Masters in Public Administration from American University, and a Bachelors in Public Policy from American University.



Project Manager Michael Kolber, AICP, a nationally certified planner, is BRS’s Planning Division Director and offers over 13 years of experience in planning, focusing on land use, sustainability, resilience, and community development. Michael was most recently Senior Planner for the City of Trenton, NJ, where he contributed to land use and redevelopment projects, including new land development ordinances, revisions to multiple redevelopment plans, and a HUD CHOICE neighborhood plan, along with managing all resilience and sustainability

planning. While at Trenton, Michael’s team and their project partners received an NJDOT Complete Streets Champion Award for their neighborhood traffic safety audit that led to the Inspired Safe Streets – East Trenton Neighborhood project. Prior to his work in Trenton, Mr. Kolber worked with the New Jersey Departments of Environmental Protection and Community Affairs. Michael has an M.S. in Urban Planning from Columbia University and a B.A. in Economics from Drew University. He currently serves as Immediate Past Chair of the American Planning Association International Division.



Lynn Brooks Avni, AICP, is a nationally certified Planner and NYS-certified Code Enforcement Officer with experience in both the public and private sector. Her focus has been on streamlining municipal planning processes to make them more user-friendly. This includes understanding the site-level minutiae of zoning codes and how they can both restrict and allow growth. She has experience in community outreach and coordination with a variety of project stakeholders, and she is well versed in project reporting, case studies, and analysis of the economic impact of

community revitalization and rebuilding programs. Ms. Brooks Avni is interested in equitable planning and development initiatives that can prove transformative for a community. She has previously served as Town Planner and Senior Enforcement Officer for Zoning in New Canaan, CT; Director of Planning and Development for the Village of Ossining, NY; as a Planner for Divney Tung Schwalbe in White Plains, NY where she reviewed NYS SEQRA documents for commercial and retail projects; and as Senior Planner on the Planning Board for the City of New Rochelle, NY, among other positions in Connecticut and Louisiana. The positions have included managing and overseeing the Zoning and Planning Boards in addition to other land use boards, such as Historic Review Boards and Environmental Review Boards. Responsibilities have

included meeting with applicants, reviewing submitted applications, and writing staff reports. Additionally, Lynn's experience includes drafting land use ordinances, working on comprehensive plans, redevelopment needs studies and plans, and affordable housing plans, along with advising on disaster recovery and resiliency. She holds an M.P.S. in Environmental Science, with a concentration in community and land planning, from SUNY College of Environmental Science and Forestry and a B.A. in English from CUNY Queens College.



Ms. Megan Stanley, AICP, is a nationally certified Planner assisting municipal clients with a wide range of planning initiatives and funding opportunities. Megan specializes in resiliency planning, farmland preservation, and redevelopment. Prior to joining BRS, Megan's work experience included serving as a consulting planner for municipalities throughout New Jersey, including serving on Zoning and Planning Boards and preparing comprehensive master plans, land use ordinances, redevelopment needs studies and plans, and affordable housing plans, along with advising on disaster recovery and resiliency. Megan earned her Bachelor's degree in

Architecture from Clemson University and her Master's degree in Community and Regional Planning from Temple University.

The following three team members were chosen to support the outreach efforts due to their proximity to Mount Vernon and/or their ability to lend their technical expertise in economic development, civil and environmental engineering, and project management for public resource/open space projects.



Abigail Doris is a Staff Engineer. She has experience with multiple aspects of environmental and civil engineering, and her nonprofit and public sector project work has involved engineering and environmental assessment reports, structural integrity assessment, and management of energy performance and construction documentation. Abigail recently worked on interviews with property owners as part of economic case studies performed for the New York City Mayor's Office of Environmental Remediation to measure the economic impact of their various cleanup programs. Abigail also leads the BRS Gives Back program, organizing staff

service opportunities in our client communities. Abigail is currently working on the team supporting the Camden Redevelopment Agency in Camden, NJ, assisting with preparation of bid documents and proposal evaluations, along with permitting. She is also doing project management work, design oversight, and client representation for Little Egg Harbor Township, NJ. She holds a Bachelors in Environmental Engineering from the City College of New York.



James Lee is a Landscape Architect. James uses his technical skills to accurately express sites pre- and post-intervention measures, using programs such as Autocad, Lumion, and Adobe Creative Suite. He performs GIS data management and graphic renderings, site visitations and analysis, stakeholder coordination, and project management. He works with the Trenton, NJ Departments of Housing and Economic Development and Recreation, Natural Resources, and Culture, whose projects frequently require community engagement, and recently presided over the

virtual portion of two public meetings related to Trenton's Assunpink Greenway project, a 99-acre linear park project on a collection of flood-prone and contaminated former industrial sites. James has a passion for working on post-industrial remediation projects and with disadvantaged communities. Mr. Lee holds both a Bachelors and a Masters of Landscape Architecture from Rutgers University.



CREATIVE
URBAN
ALCHEMY



IFEOMA EBO

PRINCIPAL

Leadership in Energy &
Environmental Design
Accredited Professional

SELECTED AWARDS

Black Artists & Designers
Creative Visionary Grant
Award. 2023

Architectural League
Independent Project Grant
Award. 2023

Columbia University -
Anti-Racism Curriculum
Development Award. 2022

Pratt Institute - Institute
of Design & Construction
Innovation in Community
Design Fellowship. 2022

Urban Design Forum
Forefront Fellowship. 2016

LEADERSHIP

2023 - Present
DemocracyNext International
Taskforce on Democratizing
City Planning The Hague

2021 - Present American
Institute of Architects New
York Board of Directors

2018 - 2020 Association
for Community Design Board
of Directors

2016 - 2020 BlackSpace
Urbanist

Ifeoma is a Nigerian American, Brooklyn based, experienced Urban Designer, Planner and Architect with a proven track record in transforming urban spaces into platforms for equity and design excellence. Through leadership roles in urban design & development initiatives funded by the United Nations, FIFA and the NYC Mayors Office she has excelled in leading multidisciplinary teams towards the design, planning and implementation of projects supporting racial, social and cultural equity. As Assistant Professor for Design & Sustainability at the Spitzer School of Architecture at the City College of New York she engages in research and teaches trans disciplinary courses exploring cultural, climate and environmental justice. As the founding Director of Creative Urban Alchemy LLC, she is a highly sought-after consultant on equitable urban design , regenerative placemaking & public space activation strategy for city governments and civic institutions internationally.

EDUCATION

Cornell University
Bachelor of Architecture

Massachusetts Institute of Technology
Master of City Planning - City Design & Development / Urban Design Certificate

Regenesis Institute for Regenerative Practice
Regenerative Practitioner Certificate

PROJECT EXPERIENCE

Flatbush African Burial Ground Activation Plan; Brooklyn, NY; 2023 - ongoing

Lead Planner/Designer for a community driven activation planning process centering trauma informed design, participatory art and design justice

BT Farms Community Masterplan; Madison, Wisconsin; 2022 - 2024

Lead Planner/Designer for a +/-200 acre regenerative community masterplan including mixed use affordable housing, network of parks & open spaces, farmland, ecological and habitat restoration and land conservation areas.

Environmental Justice Study; New York City, NY; 2022 - 2023

Community Engagement Strategist. The study aimed to better understand how and where people face disproportionate exposure to environmental burdens and climate risks and set the foundation for a future Environmental Justice Plan that integrates environmental justice into City decision-making and identifies new City environmental justice initiatives.

Jacksonville Riverfront Activation Plan; Jacksonville, Florida; 2021

Community Engagement Strategist. The 75 acre Plan offers a framework for activities, programs and experiences, design interventions to enhance the Riverfront experience, activate underutilized spaces, and provide the facilities needed to program spaces along the Riverwalk.

Creative Urban Alchemy





Venesa Alicea-Chuqui AIA, NOMA, LEED AP BD+C, WELL AP, is an Architect, Educator and Advocate for a more just city. Committed to design justice in the built environment, she's an initiator, core organizer and president of Dark Matter U. Most recently she is an Equity in Action Presidential postdoctoral fellow at Kean University, School of Public Architecture, Michael Graves College in New Jersey, where her research will be focusing on resiliency, energy equity and community power. With over 15 years of experience designing multi-family sustainable affordable, and supportive housing developments and civic projects, she is committed to working with local communities to develop good design, both sustainable and socially conscious.

VENESA ALICEA-CHUQUI

REGISTERED ARCHITECT

AIA, NOMA, LEED AP BD+C,
WELL AP

SELECTED AWARDS

2019
Fellow of the Association for
Community Design

LEADERSHIP

2020- Present
New York State Regional
Representative, AIA Small
Firm Exchange

2019- Present
Founder & Principal of
NYVARCH architecture

2014- Present
President of the Architecture
Alumni Group of the Alumni
Association of the City
College of New York

Past Chair of the AIANY
Puerto Rico Resiliency task
force

Past Advisory member of the
AIANY Planning and Urban
Design Committee

EDUCATION

City College of New York
Bachelor of Architecture

Hunter College
Master of City Planning - Urban Policy & Leadership

PROJECT EXPERIENCE

Queensway Connections; Queens, NY

Competition coordinator. QueensWay Connection: Elevating the Public Realm, entrants were challenged to design a vertical gateway for the elevated viaduct portion of a 3.5 mile stretch of abandoned railway in Central Queens, which was under study for conversion into an urban greenway by The Trust for Public Land, Friends of the Queensway, and their design consultants.

HB:BX Building Cultural Infrastructure; New York City, NY

Competition coordinator. HB:BX was an open international ideas competition to design an arts center that culturally reinforces the physical connection between the Manhattan and Bronx Highbridge communities of New York City. This competition is hosted by the Emerging New York Architects Committee (ENYA), AIA New York Chapter, in cooperation with Artists Unite and the Bronx Museum of the Arts, and it is meant to draw awareness to the current efforts to restore and reopen the bridge.

West Side Federation For Senior & Supportive Housing; Manhattan, NY

Project architect. Oversaw the development of 199 permanently affordable apartments catering to low-income families and seniors, while also expanding transitional housing for 110 homeless seniors in the Upper West Side of NYC.

Via Verde Housing Development; Bronx, NY

An affordable, sustainable housing project in the South Bronx, including 222 apartments, 300,000 SF. This Phipps & Johnson Rose Company's project was the winning entry in the international New Housing New York Legacy Competition, sponsored by New York City HPD, AIA New York, NYSERDA and Enterprise Community Partners, it reflects a public commitment to create the next generation of social housing.



JEANA FLETCHER

URBAN RESEARCHER &
LANDSCAPE DESIGNER

LEED® Green Associate™
Since August 2018
Accredited Professional

SELECTED AWARDS

CCNY Great Grads
Commencement Recipient,
2022

LAF Scholarship for Inclusive
Community Design Honor,
2022

ASLA-NY Equitable Public
Urban Realm Scholarship,
2022

Hollander Design Fellow,
2020-2022

LEADERSHIP

2023 - Present
American Society of
Landscape Architects DEI
and Education Committee
Member

2022- Present
Spirit of Beacon Day, Spirit of
Beacon Inc. Board Member

2021-2022
Spitzer School of Architecture
Founding JEDI Committee
Member

Jeana is an urban researcher and landscape designer based in New York with a background in collaborating with businesses, city residents and community boards on research projects to secure funding opportunities and proposals from government agencies. She recently completed her Master of Landscape Architecture (MLA) program at City College, Spitzer School of Architecture. During her studies, she received recognition from the national Landscape Architecture Foundation and American Society of Landscape Architects New York Chapter for her work in equitable and inclusive public design. Jeana is also a founding member of the Justice Equity Diversity and Inclusion committee at her alma mater and the ASLA-NY professional chapter. She is eager to bring her expertise to CUA's leadership team to promote equitable urban design.

EDUCATION

Fordham University
BVA in Architectural Design / Environmental Studies Minor

City College of New York
Master Landscape Architecture

PROJECT EXPERIENCE

Hollander Design, Urban Studio Projects; New York City, NY; 2022 - 2024

Landscape Designer and Program Liaison. Produced 2-D and 3-D concept designs, design development, and construction documentation for both private residential and commercial projects in metropolitan areas. Conducted product research, requested samples, specifications, and organized consultant meetings to meet project requirements. Facilitated the establishment of a summer internship program in collaboration with the New York Restoration Project leadership team and the Landscape Architecture Director at City College of New York, scheduled to launch in 2024.

Socioecological Resilience in Spring Creek; Jamaica Bay, NY; 2022

Research Fellow. This study focused on the socioecological aspects of the Spring Creek area in East New York, specifically looking at how government agencies are implementing engagement and relationship-building strategies within the Spring Creek Park North Restoration project. Both quantitative and qualitative methods were used to analyze the public outreach efforts of these government agencies. The final report highlighted opportunities from these outreach efforts, resulting in increased resources for more inclusive engagement strategies in partnership with local organizations.

197-A Plan Impact Study; West Harlem, NY; 2022

Graduate Research Fellow. Collaboration with Community Board 9 to track the progress of the West Harlem 197-a Plan's recommendations since 2007. An analysis of the development impacts on the preservation of cultural resources highlighted in the Plan's adoption was conducted. The report included testimonials, information on Landmarked sites process, and maintenance status to inform pathways for grant opportunities and successful community development strategies for historic sites in a resource workbook.

RELEVANT PROJECT EXAMPLES



EXAMPLES OF BRS PLANNING PROJECTS WITH COMMUNITY ENGAGEMENT

Clients: Salem and Trenton, NJ
Project: RESILIENT NJ MUNICIPAL ASSISTANCE PROGRAM
Funded by NJDEP Bureau of Climate Resilience Planning

BRS leads a consultant team that is part of the Resilient NJ contractor pool working with the New Jersey Department of Environmental Protection (NJDEP) on resiliency projects.

The Municipal Assistance Program, funded by NJDEP Bureau of Climate Resilience Planning, offered New Jersey municipalities the opportunity to complete required resiliency planning efforts with the assistance of NJDEP funds and contractor assistance.



Services Provided by BRS:

BRS prepared successful proposals on behalf of Trenton, NJ and Salem, NJ to perform the following tasks:

- Research, data collection, and assessment
- Stakeholder and community engagement, with an emphasis on socially vulnerable and under-represented populations and including extensive stakeholder interviews, virtual and in-person public meetings, walking tours, and an interactive, web-based ArcGIS Experience to communicate complex information in a digestible format
- A comprehensive, Municipal Land Use Law requirements-compliant climate change-related hazard vulnerability assessment
- Development of resilience and adaptation action items
- A resilience action plan that aligns with Plan Endorsement requirements and prioritizes nature-based solutions and green infrastructure; this implementation matrix will guide the community in moving forward with recommended actions

Client: South Bronx Overall Economic Development Corporation (SoBRO), New York, NY
Project: BRONX RIVER-SHERIDAN EXPRESSWAY CORRIDOR EPA AREA-WIDE PLANNING EFFORT

BRS worked with project partners to include the SoBRO Community Development Corporation, the Youth Ministries for Peace and Justice, the New York City Department of City Planning, and the New York City Mayor's Office of Environmental Remediation to address a 28-acre area with three brownfield clusters in the Bronx River-Sheridan Expressway corridor. This corridor



is an area in need of redevelopment in the South Bronx that has been the subject of extensive land use studies related to the intersection of multiple interstate, train lines, and other transportation

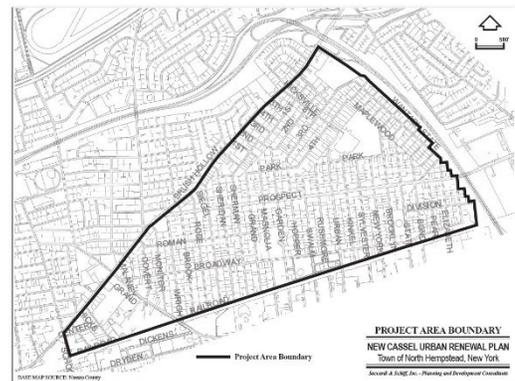
infrastructure in a concentrated area. As part of this work, BRS developed redevelopment concepts for three strategic brownfields located in the Longwood and East Tremont neighborhoods of the Bronx.

Services Provided by BRS:

- Conducted background research and analysis of conditions to include a comprehensive review of existing plans, a full brownfields inventory documented with photos, and the development of a prioritization plan in accordance with input received in community meetings
- Coordinated with Youth Ministries for Peace and Justice to facilitate community meetings to obtain input on reuse strategies and discuss environmental risks
- Developed land use analysis and a market assessment report
- Conducted infrastructure analysis of transportation, water, sewer, green infrastructure, and open space

Client: North Hempstead Community Development Agency, NY
Project: NEW CASSEL BROWNFIELD OPPORTUNITY AREA MARKET ANALYSIS SUPPLEMENTATION, SITE REUSE STUDY, AND MARKETING INITIATIVE

BRS is working with the North Hempstead Community Development Agency to complete a detailed market analysis and corresponding site prioritization to guide economic development policies and strategies and encourage investment in the New Cassel Brownfield Opportunity Area. The analysis and prioritization effort will inform an economic feasibility study of potential uses or reuses for prioritized sites, inclusive of a community engagement effort consisting of surveys, interviews with employers and stakeholders, site visits, public meetings, and meetings with town staff. BRS will also create five marketing plans for priority sites, plans for up to three Phase I Environmental Site Assessments, and eligibility determination requests submitted to the EPA for additional environmental work. A project website provides access to the market studies and marketing plans and serves as an information clearinghouse for the five priority sites and any additional New Cassel sites as they are readied for redevelopment. This site will be a platform for the publication of RFPs, information on available rental space, and other site information. All deliverables will be available in English, Spanish, and Haitian Creole.



Client: New York City Mayor's Office of Environmental Remediation (NYCOER)
Project: CASE STUDIES OF ECONOMIC IMPACT FROM CLEANUP PROGRAMS

BRS was retained by the New York City Mayor's Office of Environmental Remediation (NYCOER) to conduct two case studies to evaluate the impact of NYCOER Cleanup Programs on select neighborhoods. The target neighborhoods are East New York in Brooklyn and Port Morris-Mott Haven in the Bronx. NYCOER has completed 22 projects in each community since 2012. The purpose of the case studies is to highlight the changes in the communities due to investment and understand what impacts have been realized for residents and business owners. BRS conducted quantitative data-gathering and analysis along with a series of interviews with stakeholders in the two communities to gain a deeper understanding of their lived experience and interaction with the program.

Services Provided by BRS:

- Neighborhood-wide and site-specific case studies in two neighborhoods
- Gathering of historical and demographic information, mapping and images, and information on household spending, businesses, and jobs in each neighborhood
- Collection of background information on NYCOER's E-Designation and Voluntary Cleanup Programs and descriptions of the projects implemented in each neighborhood during the study period, augmented by information collected during site tours
- Interviews with community leaders, developers, residents, and business owners
- High-level analysis of the impact of rezoning on the target neighborhoods
- Analysis of environmental conditions and environmental justice factors
- Analysis of changes to socioeconomic indicators in the communities between 2010 and 2020 (or 2021 where available): per capita income, household income, unemployment rate, housing units, home ownership rate, housing affordability
- Analysis of changes to land use, public transportation ridership, and availability of community assets
- Analysis of changes to employment: number of new construction and permanent jobs created
- Analysis of property value changes and associated property tax receipts on the Program Sites themselves and other nearby properties that may result directly or indirectly from the public investment in the remediation and redevelopment of the Program Sites
- Analysis of impact on overall quality of life for residents, including access to amenities and services
- Analysis of program successes, blind spots, and opportunities for additional engagement

Client: City of Orem, UT
Project: EPA BROWNFIELD AREA-WIDE PLAN AND IMPLEMENTATION
Geneva Road Corridor, Orem, UT

Services Provided by BRS:

- Facilitation of numerous stakeholder meetings and public open houses
- Outreach to property owners
- Coordination with City Officials, EPA Grant Officers, Utah DEQ and other stakeholders
- Local land-use planning
- Local demographic and economic analysis
- Planning and zoning assessment
- Development of a series of potential redevelopment scenarios for the priority sites
- Development of the Area Wide Plan document
- Geographic Information System (GIS) mapping/analysis
- Analysis of market conditions, infrastructures, health impacts, and energy needs
- Management of initial EPA grant



- Real estate market valuations
- Development and ranking of brownfield site inventory
- Grant writing of successful \$300,000 USEPA Brownfield Assessment Grant application and management of implementation
- Preparation of site inventory list
- Phase I and Phase II Assessments

BRS worked with the City of Orem, Utah to develop a plan for the assessment, remediation, and revitalization of brownfield sites in the Geneva Road industrial corridor, along with performing the grant writing, grant management, community outreach, and assessment work to put the plan into action. The Geneva Road area of Orem, Utah, is a predominantly commercial and industrial corridor on the City's far west side. This historic industrial area continues to be an important source of employment and tax revenue for the City; however, it also contained many vacant and blighted brownfield sites, owing to the Geneva Road's rich industrial heritage. In 2017, Orem received a \$200,000 U.S. Environmental Protection Agency (EPA) Brownfield Area-Wide Plan (AWP) grant.

BRS was retained by the City of Orem to work with community stakeholders to develop an area-wide plan and implementation strategies for brownfields assessment, cleanup, and reuse in the Geneva Road Corridor. As a result of the collaborative efforts of BRS, WRT, the City, UDEQ, property owners, and the community, a robust participative effort resulted in a strategy for the redevelopment of the Geneva Road area's brownfields that is protective of public health and the environment, economically viable, and reflective of the community's vision for the area. The plan focuses on development scenarios that catalyze investment throughout the corridor and increases employment opportunities, tax revenues, and visual appeal. The planning team also identified actions the City and its partners can take to prepare the sites for the end uses envisioned for the proposed development scenarios.

Client: Salem, NJ
Project: PRELIMINARY INVESTIGATION TO ESTABLISH NON-CONDEMNATION REDEVELOPMENT AREA AND PREPARE A REDEVELOPMENT PLAN FOR THE GRIEVES PARKWAY AREA



The City of Salem has been designated as an "Area in Need of Rehabilitation" due to the historic decline in property values, high vacancy rates, a lack of investment in the area, and other indicators of economic distress. This designation

is intended to provide incentives for developers and property owners to invest in the area and to facilitate rehabilitation of existing properties. In addition, several areas in the city have designated Redevelopment Plans that support specific types of redevelopment and ensure a cohesive plan for the community.

The community has identified an additional area that warrants a Redevelopment Plan to prioritize specific types of development and uses while also protecting and engaging adjacent neighborhoods and uses. Grieves Parkway is a major road in the City and connects to the waterfront uses as well as neighboring

communities. The area targeted for the plan is positioned to provide economic value to the City and spur additional redevelopment. The BRS team is working with community members, local businesses, and governing bodies to develop a targeted site-specific redevelopment plan. The plan will provide guidance on how additional sites could be added to the area plan to continue to support redevelopment in the area.

Services Provided by BRS:

- Coordination of stakeholders, including kick off and project coordination calls, along with outreach to the planning board for project progress reports
- Public outreach, including required notifications, coordination, and documentation of public hearing in accordance with N.J.S.A. 40A:12A-6 and presentations to the Planning Board and City Council
- Performance of background research and analysis to include review of existing plans which encompass the project area, and collecting and analyzing relevant data for the target area
- Completion and documentation of Area in Need of Redevelopment Study
- Preparation of draft and final Area in Need of Redevelopment Plan, as this term is defined in the New Jersey Local Redevelopment and Housing Law (LRHL), N.J.S.A. 40A:12A-1 et seq.
- Consultation as needed with the City of Salem to advise on matters submitted to it for review, study, recommendation, or comment, with respect to a redevelopment plan for the Redevelopment Area, pursuant to the LRHL

Client: Camden Redevelopment Agency
Project: EPA BROWNFIELD AREA-WIDE PLAN
Mount Ephraim Neighborhood, Camden, NJ

Services Provided by BRS:

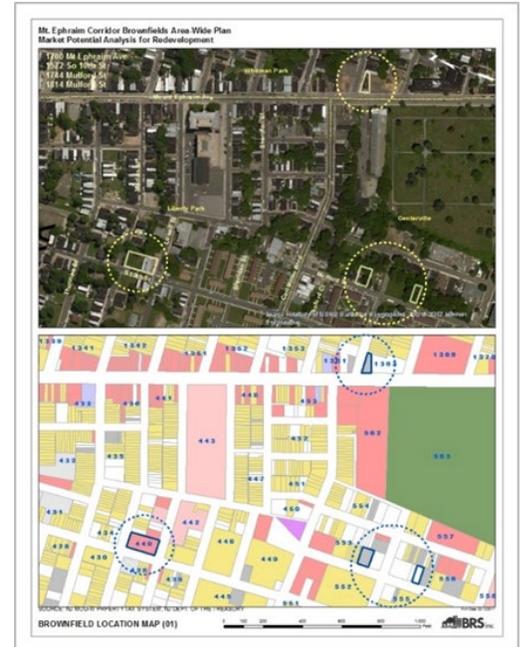
- Facilitation of numerous stakeholder meetings and public meetings
- Local land-use planning
- Planning and zoning assessment
- Development of a series of potential redevelopment scenarios for the priority sites
- Development of the Area Wide Plan document
- Real estate market valuations
- Demographic and economic analysis (using REIS data)
- Geographic Information System (GIS) mapping/analysis
- Analysis of market conditions, infrastructure, health impacts, and energy needs

- Development and ranking of brownfield site inventory

The Mount Ephraim neighborhood in Camden, NJ, is predominantly residential and commercial, and contains many vacant brownfield sites. As a recipient of an EPA Area-Wide Planning (AWP) grant, the project focused on brownfields that were a major impediment for redevelopment considerations. This neighborhood was also the target of a U.S. Department of Housing and Urban Development (HUD) Choice Neighborhood Planning Grant, and the City received a HUD Choice Neighborhood Implementation grant during the AWP project period, necessitating intensive coordination of the two programs to maximize the benefits for the area. The resulting AWP plan provided a collaborative direction for future improvements of the area's brownfields that are protective of public health and the environment, economically viable, and reflective of the community's vision for the area.

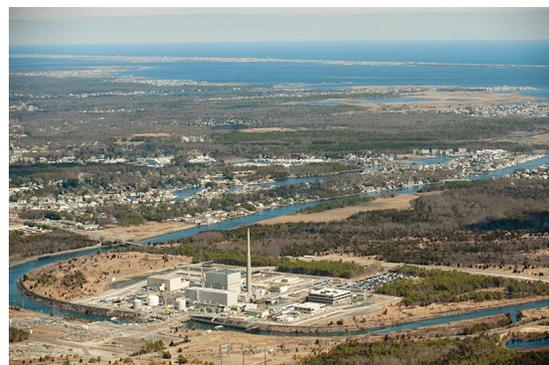
In addition to providing an assessment of environmental conditions of the brownfield properties located within the Mount Ephraim neighborhood, BRS completed a detailed Real Estate Market Analysis to identify the highest and best potential uses of the vacant brownfields and then coordinate that market potential with local resident and stakeholder preferences for redevelopment opportunities in their communities. Local and regional physical conditions, transportation networks, and key infrastructure were evaluated by combining multiple Geographic Information System (GIS) data sets into a series of useful and informative maps.

Having established the demographic, economic, and physical baseline for the study area, a detailed, parcel-level analysis of the brownfields within the study area was completed taking into account the expressed preferences for redevelopment type of the community and its stakeholders. Useful side-by-side aerial and tax-lot views of the identified brownfield sites were prepared in the GIS mapping environment to allow for careful consideration for potential alternatives and redevelopment options at the community level.



Client: Lacey, NJ
Project: NUCLEAR CLOSURE COMMUNITY ECONOMIC DEVELOPMENT PLAN

The Township of Lacey was awarded a US Economic Development Administration Public Works and Economic Adjustment Nuclear Closure Communities grant in 2022 and contracted BRS for professional planning, energy, and economic development services. The objective is to analyze options for the community to replace the high paying jobs, business tax receipts, and corporate citizenship lost by the Oyster Creek Nuclear Power Plant's closure, and to



identify appropriate reuse options for the Oyster Creek facility and several other underutilized properties in Lacey to promote the short- and long-term economic and social wellbeing of the Township.

Services Provided by BRS:

- **Community Involvement** – development and implementation of a robust, two-pronged engagement initiative to obtain targeted feedback from key stakeholders, as well as broad-based buy-in for the plan implementation through discussions with the public
- **S.W.O.T. Analysis** - an assessment of Township and County socioeconomic conditions and opportunities, with supporting GIS maps
- **Supply and Demand Study for Target Industries** – an analysis and feasibility evaluation of proposed industries aligning with the Township’s development objectives
- **Economic Impact (Input-Output), Market and Benefit-Cost Analyses** – estimation of the economic impact of potential investments in targeted industries using the IMPLAN Input-Output (I-O) economic model and analysis tool as well as publicly available data from the US BEA and BLS
- **Site Reuse Planning** – an analysis of identified priority sites (with Oyster Creek as the top priority), to include zoning, infrastructure, environmental impact, permitting required, site pre-development costs, and coastal vulnerability
- **Action Plan** – a blueprint for Lacey Township to attract new business, new investments, and funding for necessary infrastructure and workforce development improvements for recommended new uses of prioritized sites
- **US EDA Grant Reporting Requirements** – oversight to ensure all work conducted is in accordance with the applicable grant terms and conditions, submission of all required reporting, and coordination with Lacey Township to ensure that reimbursements are completed in a timely and compliant manner

Client: Passaic County, NJ
Project: ADAPTIVE REUSE PLAN FOR POINT VIEW WAYNE PROPERTIES
1 GEOFFREY WAY, WAYNE, NJ (FORMER TOYS R US HEADQUARTERS & CAMPUS)
Funded by NJEDA 21st Century Redevelopment Grant
Township of Wayne, County of Passaic, NJ
Property Redeveloper and Owner’s Representative: Dobco

Services Provided by BRS:

- Public engagement
- Real estate market evaluation across Office, Retail, Flex/R&D, and Hotel sectors
- Analysis of COVID-19-related market changes
- Local demographic and economic analysis
- Research and analysis of various redevelopment scenarios at comparable campuses
- Recommendations for redevelopment based on competitive land use analysis
- Implementation analysis and recommendations
- Geographic Information System (GIS) mapping and analysis

Funded by an NJEDA 21st Century Redevelopment Grant, BRS prepared an Adaptive Reuse Plan for the campus and commercial structures of the former Toys R Us Headquarters located at 1 Geoffrey Way in Wayne, NJ, known as the “Point View Redevelopment Site.” The site is owned by Point View Wayne Properties, and the property redeveloper and owner’s representative is Dobco.



As part of the Adaptive Reuse Plan, BRS performed a Market Potential Study, largely informed by the Moody’s Analytics Commercial Real Estate Solutions (MACRES) data platform, to examine supply and demand conditions for commercial real estate sectors including retail, office, hotel, and flex/R&D space. Additional economic analysis of COVID-19-related demand shifts and the relevant demographic and economic factors that influence demand in those sectors was also conducted.

An analysis of the site, its current uses, and comparative land use recommendations are included in the report along with an analysis of implementation considerations including transportation access, permitting, potential connection of the Point View Reservoir to the site, and designing a buildout phasing plan to maximize demand for the various leasing opportunities.

Research into several comparable campuses that have been particularly successful in adaptive redevelopment was another key component of the study. Interviews with representatives from those campuses provided important insights into implementation considerations, site-specific challenges, and lessons learned through the development process. A public engagement effort consisting of two virtual public meetings with poll questions and an online survey completed the data gathering and analysis effort. Based on this information and analysis, BRS was able to provide recommendations on which proposed reuses of the Point View property were most likely to be successful as the owner and redeveloper embark on their efforts to convert the site to support multiple users and mixed-use activities.

Client: New Jersey Department of Environmental Protection
Project: SUSTAINABLE AND RESILIENT COASTAL COMMUNITIES PROJECT
Little Egg Harbor Township and Tuckerton Borough in Ocean County, NJ

BRS Inc., in collaboration with New Jersey Future and Princeton Hydro, developed the report **Sustainable and Resilient Coastal Communities: A Comprehensive Coastal Hazard Mitigation Strategy**, which outlines strategies coastal communities can take to respond to the impacts of rising seas and increased flooding. The goal of the project was to evaluate the state’s current rules for designating Town Centers along the coast and how the boundaries of such centers should be redefined based on future projections of coastal flood risk and sea-level rise.



The plan also describes actions the state should take to support communities that want to implement risk reduction strategies, including:

- Adopting uniform, forward-looking projections of sea-level rise as the state’s standard to inform decisions about projects and programs that receive state funding and to guide state, county and community-level risk analysis and hazard mitigation planning
- Creating a long-term, coast-wide adaptation plan to serve as a framework for county and municipal mitigation and adaptation planning
- Revising the state’s Municipal Land Use Law to require resilience as part of community master plans
- Aligning state programs and incentives so they encourage municipal resilience efforts
- Developing sustainable funding sources to promote adaptation and finance land-use changes, and to help communities implement these measures over time

Services Provided by BRS:

- Conducted public and steering committee meetings in Little Egg Harbor and Tuckerton.
- Conducted a comprehensive review of existing master plan, zoning, and other relevant land use ordinances; natural resource and environmental data; water quality reports; and other reports.
- Identified critical issues facing towns that need to be addressed to respond to likely future coastal flood hazards.
- Worked with municipal representatives to assess and prioritize planning scenarios based on their respective effectiveness in addressing identified critical issues.
- Prepared municipal recommendations report that describes steps that must be taken to incorporate hazard mitigation, resiliency measures, and cumulative and secondary impacts policies into municipal master plans, zoning regulations, and capital improvement programs, where appropriate.



Project: Hip Hop Architecture Workshop

Location: New York, New York

Date: 2018

Role: Lead Workshop Facilitator

Project Description

Hip Hop Architecture Design Workshop as a part of the opening of the Hip Hop Architecture Symposium curated by Sekou Cooke at the NYC Center for Architecture. The workshop explored the inspiration behind Hip Hop Architecture and the potential for its use to promote Black history and culture.





Project: Weeksville Heritage Center Community Engagement Workshop

Brooklyn, New York

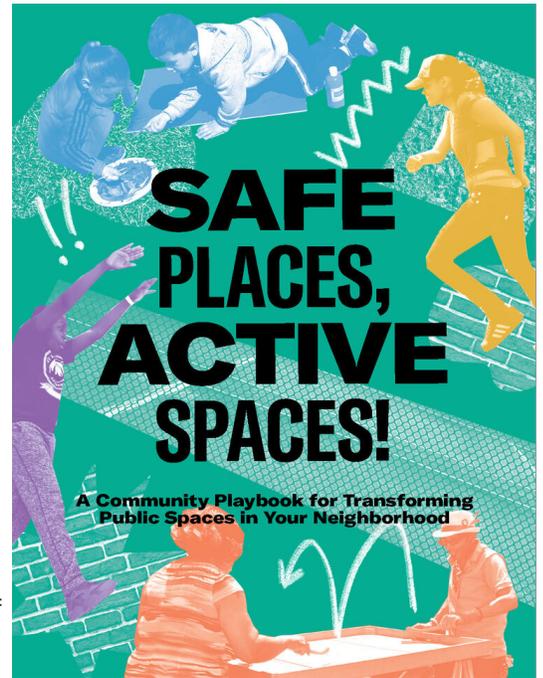
Date: 2019

Role: Lead Workshop Facilitator

Project Description

Community design workshop as the kickoff event for the 2019 National Conference for the National Organization of Minority Architects in Brooklyn, New York. Held at the Weeksville Heritage Center this event combined a design competition, heritage education and an exploratory workshop. The workshop included students from the Motts Bridges Academy, in partnership with conference participants, in a competition to design the BlackSpace of the future using the principles of the BlackSpace Manifesto.





Project: Safe Places, Active Spaces Initiative

Client: Mayor's Office of Criminal Justice

Location: New York, New York

Date: Feb 2017 - Feb 2020

Role: Director of Strategic Design Initiatives for the Mayor's Office of Criminal Justice.

Contract Value: \$1M

Project Description

A data driven, community engaged design and placemaking initiative that brought together stakeholder teams of residents, community based organizations and government agencies to co-create strategies involving design and space programming to address public safety in open space in and around 15 NYC public housing developments as a part of the Mayor's Action Plan for Neighborhood Safety (M.A.P).

Developed and led stakeholder engagement process. Co-created public space activation strategies and coordinated implementation with relevant City agencies (NYC Parks, NYC Housing Authority, NYC Department of Transportation).

Led the production of the Safe Places, Active Spaces Community Playbook - a resource for community leaders providing guidance on how to engage government process' around placemaking on public streets, parks and open spaces to address community safety.



Project: Flatbush African Burial Ground: Reparations in Public Space Community Design Workshop

Location: Brooklyn, New York

Date: 2023 - Ongoing

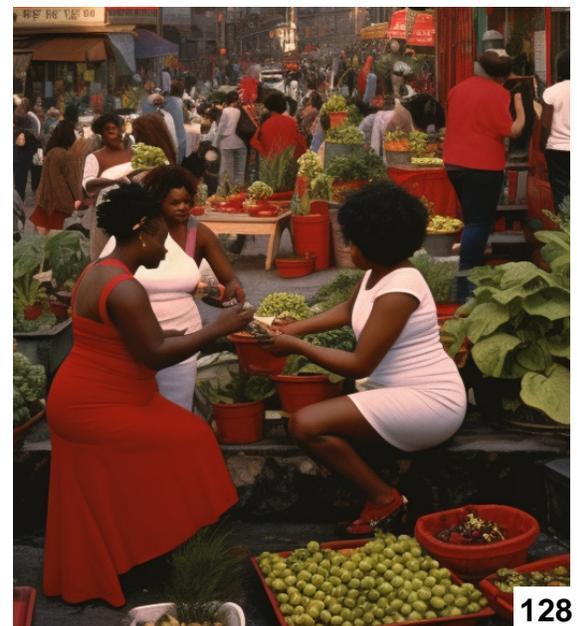
Role: Visual Artist, Lead Participatory Art Facilitator. Engagement Planner

Partners: The Black Exhale Project

Project Description

We facilitated a community-engaged design workshop that held space for Black people to collectively reimagine spaces of trauma in NYC into healing spaces. As a tool for co-design we will use Midjourney - a generative artificial intelligence program that generates images from natural language descriptions. This will provide a vehicle for non-designers to reimagine spaces in real time during the workshop. We used this workshop to develop imaginary ideas for the Flatbush African Burial Ground in central Brooklyn. This art & design project aims to visualize new spatial narratives that transform spaces of trauma into spaces of healing and liberation.

images are generated using Midjourney





Mixed-use Waterfront Affordable Housing Development

Department of Housing
Preservation &
Development

Staten Island, New York

Feb 2020 - May 2022

Role: Director of Predevelopment Planning
& Urban Design for the NYC Department of
Housing Preservation & Development.

Project Description

This project takes a comprehensive and integrated approach to addressing multiple climate hazards, including sea level rise, increasing precipitation, and increasing temperatures through resilient design. The innovative design also creates a strong sense of place by connecting residents and the community to the waterfront, a key goal that participants identified in the City's community engagement sessions. The site plan and landscape design work together to address flood risks from potential coastal surge storms, and extreme precipitation. Design components include:

Thoughtfully placed building entrances that decrease the need for deployable flood barriers. Sloped lawn and landscape areas that direct stormwater into a series of bioswales, channels designed to absorb or carry runoff from heavy rain and reduce the load on the sewer system. Dynamic, undulating, and reflective street walls to enhance pedestrian experience and create a sense of place, while also connecting the site to the waterfront. Plus, significant landscaped areas to promote good health

and active lifestyles, including a walking path on the rooftop, which also contains a solar array and rooftop farm for residents.



**Project: Jacksonville
Riverfront Activation Plan**

**Client: Jessie Ball duPont
Fund**

Location: Jacksonville, Florida

Date: Jan 2020 - Jan 2021

**Role: Community Engaged Design
Strategist.** Supported the local community engagement partner to devise public space activation strategies as a part of the community engagement plan.

Project Description

CUA collaborated with a notable team exploring the future potential of the 75 linear acres of Jacksonville Downtown Riverfront as an inclusive place where every resident feels they belong.

The Activation Plan focused on bringing people and energy to the Downtown Riverfront and providing opportunities for diverse groups from around the city.

The Plan offers a framework for activities, programs and experiences, design interventions to enhance the Riverfront experience, activate underutilized spaces, and, most importantly, provide the facilities needed to program spaces along the Riverwalk on a daily basis.



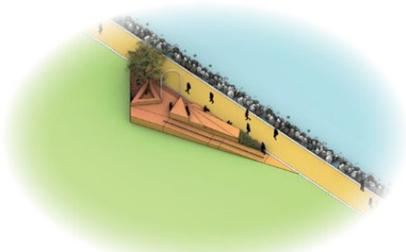
MOBILE UNITS

POCKETS

HUBS



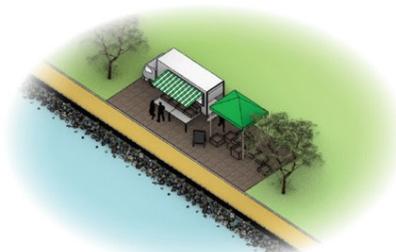
JAX IN A BOX



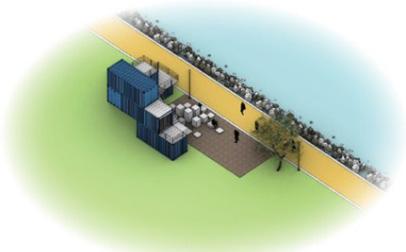
SEATING POCKETS



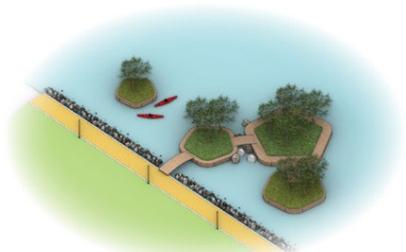
COMMUNITY CENTERS



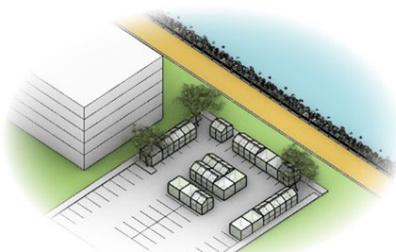
FOOD MARKETS ON WHEELS



CONTAINER STUDIOS



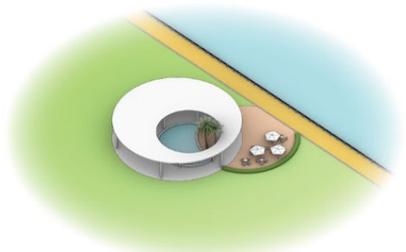
ECOLOGY ISLANDS



PARKING LOT AREAS



BOSQUES



PARK PAVILIONS



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 -694

Agenda Date: 6/26/2024

Agenda #: 23.

City Council:

AN ORDINANCE AUTHORIZING THE REALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

Whereas, by letter dated June 24, 2024, the Mayor has requested legislation authorizing the revision of the 2024 ARPA Budget for the allocation of infrastructure projects to be reduced, with the shortfall offset by the \$163 million in sewer funding received from the state. This will ensure the continuation and progress of essential infrastructure projects without disruption; and

Whereas, the City of Mount Vernon has received funding from the American Rescue Plan Act (ARPA) to address critical community needs and ensure optimal use of available resources; and

Whereas, the City has reassessed the allocation of ARPA funds to address better infrastructure, digital accessibility, emergency demolitions, violence prevention, technology, city-owned properties, and community programs; and

Whereas, the revised allocations include adjustments based on evolving needs and additional funding sources to maximize the impact of the ARPA funds for the benefit of the residents 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. Infrastructure Funding. The allocation for infrastructure projects will be reduced, with the shortfall offset by the \$163 million in sewer funding received from the state. This will ensure the continuation and progress of essential infrastructure projects without disruption.

Section 2. Broadband Enhancement. Funds will be utilized to enhance public Wi-Fi availability in parks, city-owned buildings, and spaces to increase digital accessibility for all residents.

Section 3. Mayors for Guaranteed Income (MGI) Program. The savings of \$285,000 from the completed MGI program will be redirected to fund the Financial Empowerment Center (FEC) and the Associate Commissioner position in Planning.

Section 4. Zombie Homes. An additional \$250,000 will be allocated to the Zombie Homes category, relocated from City-Owned Buildings, to address the emergency demolition of 205 South 5th Avenue.

Section 5. Violence Prevention. A total of \$861,000, previously expended on body cameras, license plate readers, an ESU truck, and dash cameras, will be reallocated from the 2023

Bond Anticipation Note (BAN) savings to the Zombie Homes and City-Owned Buildings categories.

Section 6. Technology & Digitalization. Funds will be transferred from the Stormwater and Violence Prevention categories to cover implementing a Fuel Management System and Laserfiche for the Buildings and Clerks Office.

Section 7. City-Owned Properties. The allocation for City-Owned Properties will be increased using funds reallocated from Violence Prevention. These additional funds will cover HVAC and building improvements for the Police Department.

Section 8. Recreation & Youth Bureau Vehicles. Funds will be reallocated from Emergency Rental Assistance to provide vehicles for youth and senior programs. Emergency rental assistance will continue to be supported through external funding sources.

Section 9. Fire/Police Staffing. Positions scheduled for 2024 will be deferred to 2025 to address current vacancies. This funding strategy will allow the City to restore these positions in 2025 without imposing additional costs on taxpayers.

Section 10. Implementation and Management. The Department of Planning and Community Development will oversee the implementation and management of these reallocated funds to ensure they are used effectively and efficiently to serve the residents of Mount Vernon.

Section 11. 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) 665-2360 – Fax: (914) 665-6173

MALCOLM CLARK
Chief of Staff

KHENDRA DAVID
Deputy Chief of Staff

June 24, 2024

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

Re: Revised ARPA Budget for 2024

To the Honorable City Council,

I am writing to provide an updated referral letter regarding the allocation of funds from the American Rescue Plan Act (ARPA). The revised allocations are designed to address critical needs in our community while ensuring optimal use of available resources. Below are the key updates to the ARPA funding allocations:

Infrastructure: Reductions in the infrastructure categories are being offset by expanded use of the \$163 million in sewer funding received from the state. This will ensure that our infrastructure projects continue to progress without disruption.

Broadband: Funds will be utilized to enhance public Wi-Fi availability in parks and city-owned buildings and spaces. This initiative aims to increase digital accessibility for all residents.

Mayors for Guaranteed Income (MGI): The MGI program has been successfully completed, and the savings (\$285,000) are now being redirected to the Financial Empowerment Center (FEC) and the Associate Commissioner position in Planning.

Zombie Homes: Funding for this category has been increased by \$250,000, relocated from City Owned Buildings to address the emergency demolition of 205 South 5th Avenue.

Violence Prevention: A total of \$861,000 was expended on body cameras, license plate readers, an ESU truck, and dash cameras. These costs were charged back to the 2023 Bond Anticipation Note (BAN), allowing us to reallocate the savings to Zombie Homes and City Owned Buildings.

Technology & Digitalization: Funds have been transferred from Stormwater and Violence Prevention to cover the implementation of a Fuel Management System and Laserfiche for the Buildings and Clerks Office.

“The Jewel of Westchester”



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

City-Owned Properties: This category has seen an increase due to reallocations from Violence Prevention. The additional funds will cover HVAC and building improvements for the Police Department.

Recreation & Youth Bureau Vehicles: Funds have been reallocated from Emergency Rental Assistance to provide vehicles for youth and senior programs. Emergency rental assistance will continue to be supported through external funding sources.

Fire/Police Staffing: Positions previously scheduled for 2024 have been deferred to 2025 to address current vacancies. This funding strategy will allow us to restore these positions in 2025 without imposing additional costs on taxpayers.

These updates reflect our ongoing commitment to addressing the evolving needs of our community while responsibly managing the resources provided through ARPA. I request the City Council's support in approving these revised allocations to ensure that we can continue to serve our residents effectively and efficiently.

Thank you for your attention to this matter. I am available to discuss any questions or provide further details as needed.

In Service,

Mayor Shawyn Patterson-Howard, MPA
City of Mount Vernon

Attached: ARPA v5

AMERICAN RESCUE PLAN APPROPRIATIONS

Account Number	Account Code (A 9900.001) COVID Federal Relief Funds				Proposed 2024	Adopted 2023	Adopted 2022	Adopted 2021	
Infrastructure					14%				
DPW	H8120.203 C933	INF-001	INF-001	5.5	Clean Water: Other Sewer Infrastructure	1,724,910	1,773,516	2,000,000	2,175,000
DPW	A8120.101ARP	INF-001	INF-001	5.5	Infrastructure Compliance Staffing - Two Years - Sewer Infrastructure	106,000	250,000	250,000	125,000
DPW	H8140.203 C932	INF-002	INF-002	5.6	Clean Water: Stormwater	2,528,016	3,350,000	3,125,000	4,325,000
DPW	A8140.101ARP	INF-002	INF-002	5.6	Infrastructure Compliance Staffing - Two Years - Stormwater	100,000	250,000	250,000	125,000
DPW	H5110.203 C931	INF-003	INF-003	5.5	Roads (Water Sewer Repair Related)	448,000	448,000	2,000,000	2,250,000
MGT	H1680.203 C926	INF-004	INF-004	5.21	Broadband - Digital Equity (Residential/Student and Business Access)	800,000	800,000	1,000,000	1,500,000
DEPT. TOTAL						5,706,926	6,871,516	8,625,000	10,500,000
Revenue Reduction - Government Services					24%				
	GOV-004		6.1		Supplementary General Budget	10,000,000	10,000,000	5,000,000	0
DEPT. TOTAL						10,000,000	10,000,000	5,000,000	0
Negative Economic Impacts					26%				
PCD	A8989.458ARP	NEI-001	NEI-001	2.2	Emergency Rental Assistance & Mortgage Foreclosure Prevention	600,000	1,000,000	2,000,000	4,000,000
PCD	A8020.458ARP		NEI-007		Financial Literacy (Financial Empowerment Center)	510,000	0		
PCD	A8020.458.ARP	NEI-002	NEI-002	2.34	Not-for-Profit Grants	560,000	600,000	750,000	1,500,000
PCD	A8026.458.ARP		NEI-008	2.29	Small Business Grants	500,000	600,000	500,000	0
PCD	A8020.458ARP	NEI-003	NEI-003	2.3	Mayor's Guaranteed Income (MGI) 18 months financial assistance of \$500	1,255,000	1,650,000	1,650,000	1,500,000
REC	A6774.458ARP	NEI-004	NEI-004	2.1	Community Services - Food Security, Seniors & Veterans	400,000	400,000	700,000	750,000
PCD	A8020.101ARP	NEI-005	NEI-005	2.29	Small Business Capacity Building & Technical Assistance	450,000	500,000	500,000	500,000
DPW	A8160.203ARP	PHS-001	NEI-009	2.41	Sanitation & Street Cleaning (Sanitation Trucks & Street Sweepers)	4,336,276	4,269,410	4,000,000	4,000,000
DPW	A8170.447ARP		NEI-010	2.37	Streetscape Litter Reduction (Business and Transit Districts)	300,703	404,000	450,657	108,657
DPW	A8170.203ARP		NEI-011	2.37	Streetscape Litter Reduction Vehicles	67,990	67,990		
DPW	A8170.104ARP		NEI-012	2.37	Seasonal Street Cleaning Staff	595,297	567,000		
BDG	A3620.405ARP	PHS-006	NEI-013	2.23	Zombie Home Project/Outside Contracted Services	1,100,000	750,000	500,000	0
PCD	A8020.458ARP	NEI-006	NEI-006	2.37	Innovation, Equity, Data Management, Access to state /federal funding) Staff	36,149	298,000	250,000	500,000
DEPT. TOTAL						10,711,415	11,106,400	11,300,657	12,858,657
Premium Pay					7%				
MAYOR	A1210.101ARP	PRP-001	PRP-001	4.1	Essential/Hazard Pay (Public Safety & Direct)	2,545,145	3,095,957	3,000,000	3,000,000
					Water Department Hazard Pay	166,784	166,784		
DEPT. TOTAL						2,711,929	3,262,741	3,000,000	3,000,000

AMERICAN RESCUE PLAN APPROPRIATIONS

Account Number	Account Code (A 9900.001) COVID Federal Relief Funds				Proposed 2024	Adopted 2023	Adopted 2022	Adopted 2021	
Public Health									18%
PD	A3120.458ARP	SDI-001	PHS-001	1.11	Violence Prevention, Intervention (Quality of Life Initiatives) Program Initiatives	400,000	400,000	400,000	
PD	A3120.203ARP	SDI-001	PHS-001	1.11	Violence Prevention, Intervention (Quality of Life Initiatives, Body Cameras, ESU, Citywide Surveillance,	109,000	1,000,000	1,350,000	2,115,000
MGT	H1680.203 C927	SDI-002	PHS-006	1.15	Technology (Digitalization/Cybersecurity/Servers/Telework/Online Operations	2,185,372	1,350,000	1,600,000	1,750,000
PCD	A8020.458ARP	GOV-00	PHS-007	1.15	GIS Software	230,000	230,000	230,000	0
		PHS-002	PHS-002	1.14	Renovation of Station 5 for ambulances	0	0	0	1,050,000
FIRE	A4540.203ARP	PHS-003	PHS-003	1.14	One Ambulances	485,000	485,000	240,000	150,000
FIRE	A4540.101ARP	PHS-003	PHS-003	1.14	Staffing (\$800,000 for Billing and EMTs)	1,221,388	950,000	800,000	800,000
DPW	H1620.203 C930	PHS-004	PHS-004	1.15	City Owned Property Capital Projects Covid & Operational Compliance (HVAC (Including Fire Exhaust), Roofing, Floors, Building Envelopes)	2,187,000	1,737,000	3,850,000	4,100,000
FIRE	H3410.203 C929	PHS-004	PHS-004	1.14	Fire Protection/Rescue Equipment (\$600,000)	400,000	400,000	600,000	
EOC	A3640.203ARP	PHS-005	PHS-005	1.7	EOC (ESRI, IPAWS, EOC Mobile Command, PT Staff, Equipment & Supplies UAV System w/ Mutual Link & Communications System)	250,000	250,000	500,000	500,000
DEPT. TOTAL						7,467,760	6,802,000	9,570,000	10,465,000
Public Health-Negative Economic Impact: Public Sector Capacity (Services to Disproportionately Impacte									8%
FIRE	A3410.203ARP	GOV-002	NEI-001	3.4	Fire Dept 2 Command Vehicles, 2 SUV's & Ladder Truck (Removed)	307,391	308,000	280,000	1,500,000
BDG	A3620.203.ARP	GOV-002	NEI-001	3.4	Building Dept SUV's	255,056	250,000	250,000	
DPW	A1640.203ARP	GOV-002	NEI-001	3.4	DPW SUV's	99,741	108,000	108,000	0
REC	A7020.203ARP	GOV-002	NEI-001	3.4	Recreation Dept Vehicles	207,220	0	0	0
YTH	A7311.203ARP		NEI-001	3.4	Youth Bureau Vehicles	207,220	0	0	0
PD	A3120.203ARP	GOV-003	NEI-002	3.4	Police Patrol/Detective Cars, Mobile Command Center	1,395,000	1,650,000	1,825,000	1,785,000
PD	A3120.101ARP		NEI-003	3.5	Police Department Staffing	565,000	0		
FIRE	A3410.101ARP		NEI-003	3.5	Fire Department Staffing	250,000	0		
DEPT. TOTAL						3,286,627	2,316,000	2,463,000	3,285,000
Administrative									3%
BDG	A3620.101ARP	GOV-001	ADM-002	7.1	Building Department (Staffing for 2 year) Plan Examiners/Inspectors	475,000	500,000	900,000	750,000
PCD	A8020.101ARP		ADM-003	7.1	Grants Compliance/Associate Commissioner	512,000	0		
FIN	A1315.101ARP	ADM-001	ADM-001	7.1	ARP Compliance Staffing (Two Years)	237,000	250,000	250,000	250,000
DEPT. TOTAL						1,224,000	750,000	1,150,000	1,000,000
GRAND TOTALS						41,108,657	41,108,657	41,108,657	41,108,657



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 -696

Agenda Date: 6/26/2024

Agenda #: 24.

City Council:

AN ORDINANCE TO ESTABLISH MULTI-DWELLING INSPECTION FEES TO ENABLE THE BUILDINGS DEPARTMENT TO ENFORCE THE UNIFORM CODE

Whereas, by letter dated June 21, 2024, the Commissioner for the Buildings Department has requested legislation authorizing the establishment of multi-dwelling inspection fees to ensure that the Buildings Department has sufficient resources to enforce the Uniform Code, thereby safeguarding residents' health, safety, and welfare in multi-dwelling properties; and

Whereas, the City of Mount Vernon has a growing population and an increasing number of multi-dwelling properties; and

Whereas, it is imperative to ensure the health, safety, and welfare of residents living in multi-dwelling properties by enforcing the Uniform Code through regular inspections; and

Whereas, the Buildings Department needs adequate resources to address deficiencies and perform all required code enforcement activities in the city; and

Whereas, the imposition of multi-dwelling inspection fees will provide the necessary funding for the Buildings Department to carry out these critical inspections and enforcement activities; and

Whereas, annual inspections of multi-dwelling structures will allow the city to maintain high standards of safety and quality of life for its residents; **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 aims to establish multi-dwelling inspection fees to ensure that the Buildings Department has sufficient resources to enforce the Uniform Code, thereby safeguarding residents' health, safety, and welfare in multi-dwelling properties.

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

1. **"Multi-Dwelling Property"**: Any residential property containing three or more separate living units.
2. **"Buildings Inspection"**: An inspection conducted by the Buildings Department to ensure compliance with building codes and regulations.
3. **"Fire Inspection"**: An inspection conducted by the Buildings Department to ensure

compliance with fire safety codes and regulations.

Section 3. Inspection Fees. The following fees shall be added to the Department of Buildings Fee Schedule:

1. Buildings Inspection Fees:

- Inspection per building with less than ten dwelling units: \$250.00
- Inspection per building with more than ten dwelling units: \$250.00 per 10 dwelling units

2. Fire Inspection Fees:

- Inspection per building with less than ten dwelling units: \$250.00
- Inspection per building with more than ten dwelling units: \$500.00

Section 4. Enforcement. The Buildings Department shall conduct annual inspections of all multi-dwelling properties to ensure compliance with the Uniform Code. The fees collected from these inspections shall fund the inspection program and other code enforcement activities.

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

CITY OF MOUNT VERNON, NY
CITY OF MOUNT VERNON

SHAWYN PATTERSON-HOWARD
Mayor

City Hall – One Roosevelt Square
Mount Vernon, NY 10550
Website: www.cmvny.com

Patrick G. Holder, R.A.
Buildings Commissioner

June 21, 2024

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

THROUGH THE OFFICE OF THE MAYOR

Re: Fee Scheduled for Upcoming Multi-dwelling Inspections

Dear Honorable City Council Members:

With great urgency and in reference to the Enforcement of the Uniform Code in the City of Mount Vernon, we're addressing the dire need for multi-dwelling inspection fees to enable the Buildings Department to address and remedy the department's deficiencies and to perform all required code enforcement activities in the city.

As the city attracts an ever-growing share of New York residents and other neighboring state populations, the city's capacity to honor service commitments, build and maintain necessary infrastructure, and meet our financial obligations will have a profound effect on the city's economy and quality of life for hundreds of residents.

To ensure the health, safety and welfare of residents living in multi-dwelling properties, we're adding multi-dwelling inspection fees to the fee schedule. We require properties with three living units or more. To have a legal place for multi-dwelling, certain fire and building code requirements must be fulfilled. As the growing stock of the City of Mount Vernon continuously changes, annual inspections of these structures will allow the city to keep up with the changes. This department is requesting the following fees are added to the Department of Buildings fee schedule:

- Buildings Inspection per building with less than 10 dwelling units \$250.00
- Buildings Inspection per building with more than 10 dwelling units \$250.00
per 10 dwelling units
- Fire Inspection per building with less than 10 dwelling units \$250.00
- Fire Inspection per building with more than 10 dwelling units \$500.00

Thank you in advance for your consideration and cooperation in this urgent matter.

Patrick G. Holder, Commissioner
Department of Buildings



Cc: Mayor, Corporate Counsel, City Clerk, The 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 -697

Agenda Date: 6/26/2024

Agenda #: 25.

City Council:

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 June 24, 2024, the Commissioner for the Department of Buildings has requested legislation authorizing 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; 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 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.



CITY OF MOUNT VERNON, NY
DEPARTMENT OF BUILDINGS

SHAWYN PATTERSON-HOWARD
Mayor

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

Patrick G. Holder, R.A.
Commissioner

Hediye Mamak
1st Deputy Commissioner

Markees Boisseau
2nd Deputy Commissioner

June 24, 2024

City Hall
1 Roosevelt Square
Mount Vernon, New York 10550

THROUGH THE OFFICE OF THE MAYOR.

Re: Revising current Contractor with Labella (for Plan Examination) to include Building Safety Inspections to be considered as Exception from Policies and Procedures by the City Council

To the Honorable Council Members:

The city is currently in the process of adopting the Department of State recommendations based on the recent audit the City of Mount Vernon requested. One of the action requirements in the letter from The Department of State dated April 15th, 2024, in reference to the Enforcement of the Uniform Code in the City of Mount Vernon, is for the city to begin to perform fire safety and property maintenance inspections of buildings on the Inspection List i.e. Public Assembly, Multiple Dwelling and Nonresidential occupancies. While the Building Department and the Fire Department have already begun this process in reference to public assembly spaces the Department of Buildings lack the resources to include the later occupancies (multiple dwelling and nonresidential). Further, the letter stated that the city is under a 120-day observation to demonstrate measurable progress towards addressing this issue, amongst other deficiencies. With this time constraint we are requesting that we timely bring on a third-party consultant to help us with the other occupancies that require inspections.

While standard procedure would require us to go out with an RFP for third-party consultants, this letter comes to request permission to authorize the Department of Buildings to contract with current company, Labella Associates, D.P.C, to do these inspections. We note that Procurement Policy for the City of Mount Vernon, Section 6, details Items excepted from these policies and procedures by the City Council. Section 6C indicates “To the extent practicable and professional services should be obtained through request for proposal. We believe going out for an RFP would fall under “not practical” due to the demands and the time constraint we are under with this state report.

Further 6D indicates that “in the event an RFP is not used to procure a professional service, no contract shall be awarded without written documentation, such as but not limited to a memorandum, outlining the procurement

process, the evaluation methods used, and the basis for awarding the contract". All of which we fully plan to provide. 144

We currently are under contract with Labella for Plan Examination consultant services. This is a result of an RFP process conducted in February 2023. Labella has the experience, resources and bandwidth to address this immediate need. Should the Council desire the expansion to be time limited we would request that it end December 31st giving us time to do an RFP for 2025

Thank you in advance for your consideration and cooperation in this matter.

Respectfully Submitted,



Patrick G. Holder
Commissioner of Buildings

cc: Mayor, Corporation Counsel, City Clerk, The Comptroller

**AN ORDINANCE REPEALING OUTDATED
PROCUREMENT LEGISLATION AND ADOPTING
AN UPDATED PROCUREMENT POLICY FOR
THE CITY OF MOUNT VERNON, NEW YORK**

Whereas, by letter dated April 9, 2024, City Councilwoman, Danielle R. Browne, Esq. has requested legislation authorizing the repealing of the outdated procurement legislation and adopting an updated procurement policy for the City of Mount Vernon, New York; and

Whereas, the City of Mount Vernon recognizes the need to update its procurement legislation to comply with New York State laws and operate efficiently in today's fast-paced environment; and

Whereas, the current procurement policy, which has remained unchanged since 1992, is outdated and inadequate to meet the needs of the city's operations; and

Whereas, the revision of the procurement policy is crucial to streamline the procurement process, enhance competencies, ensure quality and cost-effectiveness, and safeguard against impropriety and corruption in procurement practices; **Now, Therefore,**

Be It Resolved That

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

Section 1. Title. This ordinance shall be known as the "Repeal of Outdated Procurement Legislation and Adoption of an Updated Procurement Policy for the City of Mount Vernon, New York."

Section 2. Repeal of Outdated Legislation. The City Council hereby repeals the Outdated Legislation, which was enacted in 1992, as it is outdated and no longer reflects the needs of the City of Mount Vernon.

Section 3. Adoption of Updated Procurement Policy. The City Council hereby adopts the updated procurement policy, as indicated below, to replace the repealed legislation:

**"POLICIES AND PROCEDURES FOR
PROCUREMENT OF GOODS AND SERVICES
NOT SUBJECT TO COMPETITIVE BIDDING**

§1. Statement of Policy and Purpose. Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

To further these objectives, the City Council is hereby adopting internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law §103, or of any other general, special or local law.

This resolution sets forth the policies and procedures of the City of Mount Vernon to meet the requirements of General Municipal Law, § 104-b.

§2. Lists of Suppliers and Contractors.

A. The Procurement Manager, or the designated person by the Commissioner of Management Services, shall maintain lists of suppliers and contractors categorizing the various types of goods and services, which officials, department heads, or their duly authorized designees may use in soliciting prices.



B. The Procurement Manager, or the designated person by the Commissioner of Management Services, shall update such lists on an annual basis or as needed and take such steps necessary to effectuate the same.

C. Officials, department heads or their duly authorized purchasing agents shall advise the Procurement Manager, or the designated person by the Commissioner of Management Services, of prospective suppliers or contractors which should be added to the abovementioned lists.

§3. Applicability of this Policy. The policies and procedures outlined herein apply to the procurement of every good or service procured by the municipality that are not required to be made pursuant to the competitive bidding requirements General Municipal Law §103 or of any general, special or local law.

A. Purchase or Public Works Contract Determination. Every proposed purchase must initially be reviewed to determine whether it constitutes a purchase contract or a public works contract. In general, purchase contracts involve the acquisition of commodities, materials, supplies, or equipment, while contracts for public work involve labor or construction. For the purposes of this policy routine service contracts (e.g. ground maintenance, vehicle maintenance and repair, janitorial services) will be considered purchase contracts for the applicable methods of procurement and adequate documentation.

B. Aggregate Amount Determination. Once the determination is made regarding whether the procurement constitutes a purchase contract or a public works contract, a good-faith effort will be made to determine whether it is known, or can reasonably be expected, that the aggregate amount to be spent on the goods or services falls below the monetary threshold for state competitive bidding laws set forth under General Municipal Law Section 103. This determination must take into account past purchases and the aggregate amount to be spent in a year.

C. Procurements Subject to State Competitive Bidding. The following items are subject to competitive bidding pursuant to General Municipal Law §103 and must be procured through the procedure outlined therein:

- a. Purchase contracts over \$20,000; and
- b. Public works contracts over \$35,000.

D. (i) Procurements Not Subject to State Competitive Bidding Requirements. The following items are either not subject to or are exceptions to General Municipal Law Section 103 competitive bidding requirements:

- a. Purchase contracts under \$20,000 and public works contracts under \$35,000;
- b. Emergency purchases;
- c. Certain municipal hospital purchases;
- d. Goods purchased from agencies for the blind or severely handicapped;
- e. Goods purchased from correctional institutions;
- f. Purchases under state and county contracts; and
- g. Surplus and secondhand purchases from another governmental entity.

(ii) Documentation Required. The determination that a purchase is not subject to competitive bidding requirements under General Municipal Law §103 must be documented in writing by the said officials, department heads or their duly authorized purchasing agents and filed with the purchase order or contract therefor. This documentation may include:

- a. Written or verbal quotes from vendors; or

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- b. A memo from the said officials, department heads or their duly authorized purchasing agents indicating how the decision was arrived at; or
- c. A description of the professional services; or
- d. A copy of the contract indicating the source that makes the item or service exempt;
- e. A memo from the purchaser detailing the circumstances which led to an emergency purchase;
- f. Any other written documentation that is appropriate.

E. (i) Statutory Exceptions to Quotations/Proposals Requirements of From These Policies and Procedures. All goods and services will be secured in accordance with this policy except in the following circumstances:

- a. Purchase contracts over \$20,000 and public works contracts over \$35,000 use competitive bidding procedures under General Municipal Law §103;
- b. Goods purchased from agencies for the blind or severely handicapped pursuant to State Finance Law 175-b;
- c. Goods purchased from correctional institutions pursuant to Correction Law §186;
- d. Purchases under state contracts pursuant to General Municipal Law §104;
- e. Purchases under county contracts pursuant to General Municipal Law 103(3);
- f. Purchases let by other governmental entities pursuant to General Municipal Law §103(16); or
- g. Other items excepted from this policy (see Section 6, "Items Excepted from these Policy and Procedures.

(ii) **Documentation Required.** The determination that a purchase is not subject to this procurement policy must be documented in writing by the said official, department head, or their duly authorized purchasing agent. This documentation may include:

- a. Written or verbal quotes from vendors; or
- b. A memo from the said officials, department heads or their duly authorized purchasing agents indicating how the decision was arrived at; or
- c. A copy of the contract indicating the source that makes the item or service exempt;
- d. Opinions of the Corporation Counsel, if any; or
- e. Any other written documentation that is appropriate.

In summary, the documentation should show the category of procurement that is being made and what method of procurement is specified.

§4. Adoption of Procedures. The following procedures identify the methods of competition and the means of adequate documentation to be used for the procurement of goods and services subject to this policy.

A. Methods of Procurement

The methods of procurement to be used are as follows:

- 1. Discretion of officials, department heads or their duly authorized purchasing agents
- 2. Verbal Estimates
- 3. Written quotations
- 4. Requests for Proposals

By submission of this offer, each offeror and each person signing on behalf of any offeror certifies, and in the case of a joint offer each party thereto certifies as to its own, under penalty or perjury, that to the best of its knowledge and belief that each offeror is not on the list created pursuant to State Finance Law §165-a(3)(b).

Mount Vernon must contain the following statement subscribed and affirmed by the offeror as true under the penalties of perjury:

a. The Iran Divestment Act. Every written offer made to the City of

C. Required Statements for Submissions Made Pursuant to Competitive Bidding. If the goods or services to be procured must be acquired by special or local law, the following statement must accompany such bid:

(v) Second-Hand Equipment from Other Governments - Procurement shall be documented by, at a minimum: market price comparisons obtained either by verbal or written quotes (documented in accordance with Sections 4B(i) and 4B(ii) above).

(iv) Requests for proposals - An effective way to award contracts for some professional services is to award them only after a minimum number of professionals are contacted and asked to submit written proposals. Requests for proposals (RFPs) are traditionally used as a means of obtaining all types of professional services. RFPs are used to obtain the services of architects, engineers, accountants, underwriters, fiscal consultants, and other professionals. A RFP and evaluation of proposals can consider price plus other factors, like experience, staffing and suitability for needs and may include negotiations on a fair and equal basis. The award should be the most advantageous to the City of Mount Vernon.

(iii) Written Quotations - Vendors should provide at a minimum: date, description of the item or details of the service to be provided; price quoted; and name of the vendor's contact person.

(ii) Verbal Quotations - The telephone log or other record should record, at a minimum: date, item or service desired, price quoted, name of the vendor and name of the vendor's representative.

(i) A good-faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals, in no event shall the failure to obtain the proposals be a bar to the procurement.

Method	Estimated Amount of Purchase or Service Contract
Discretion of purchasing agent	Less than \$1,000
3 verbal quotes	\$1,000 - \$2,999.99
3 or more written quotes/RFPs	\$3,000 - \$19,999
Method	Estimated Amount of Public Work Contract
Discretion of purchasing agent	Less than \$1,000
3 verbal quotes	\$1,000 - \$4,999.99
2 written quotes	\$5,000 - \$9,999
3 or more written quotes/RFPs	\$10,000 - \$34,999

B. **Adequate Documentation.** Documentation of actions taken in connection with each method of procurement is required as follows:

The City of Mount Vernon may award an offer to an offeror who cannot make the statement of non-investment on a case-by-case basis if:

i. The investment activities in Iran were made before the effective date of this section, the investment activities in Iran have not been expanded or renewed after the effective date of this section, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

ii. The City of Mount Vernon makes a determination that the goods or services are necessary for the City of Mount Vernon to perform its functions and that, absent such an exemption, the City of Mount Vernon would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

No contract may be awarded to any persons determined to be engaged in investment activities in Iran as indicated by New York State Office of General Services.

b. Statement of Non-Collusion. Every written offer made to the City of Mount Vernon must contain the following statement subscribed and affirmed by the offeror as true under the penalties of perjury:

By submission of this offer, each offeror and each person signing on behalf of any offeror certifies, and in the case of joint offer each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

i. The prices in this offer have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor.

ii. Unless otherwise required by law, the prices quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly, to any other offeror or to any competitor; and

iii. No attempt has been made or will be made by the offeror to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

c. Statements for Non-Bid Procurements. Offers submitted in a manner other than competitive bidding shall also contain the above statements; however, the failure to include them shall not result in their automatic rejection.

§5 Awards to Other than the Lowest Responsible Dollar Offeror. Whenever a contract is awarded to someone other than the lowest responsible dollar offeror, the reasons why shall be documented as follows:

A. Best Value. Notwithstanding anything else contained in this policy, the City of Mount Vernon may award purchase contracts and service contracts that have been procured pursuant to competitive bidding under General Municipal Law §103(1) or otherwise under this policy by either the lowest responsible bidder standard or the best value standard.

a. Definition. "Best value" is defined in State Finance Law §163 as, "the basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors." For the purposes of this section, the City of Mount Vernon adopts the above definition of "best value" as may be modified from time to time by the State Legislature.

b. **Applicability.** The best value standard may only be used for purchase contracts, which includes contracts for service work, but excludes any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the Labor Law. When awarding contracts under the best value standard the City of Mount Vernon must consider the overall combination of quality, price and other elements of the required commodity or service that in total are optimal relative to the needs of the City of Mount Vernon. Use of the best value standard must rely, wherever possible, on objective and quantifiable analysis. The best value standard may identify as a quantitative factor whether offerors are small businesses or certified minority- or women-owned business enterprises as defined in the New York Executive Law §310.

c. **Approval.** Use of the best value standard for the procurement of goods and services requires approval from the City of Mount Vernon. The City Council must also approve the factors to be considered when awarding contracts under this standard.

d. **Documentation Required.** The determination that a purchase may be awarded on the basis of best value must be documented in writing by public officials, department heads or their duly authorized purchasing agents. This documentation may include a memo from the said officials, department heads or their duly authorized purchasing agents indicating how the decision was arrived at or any other written documentation that is appropriate.

B. Additional justifications for awarding a contract to or purchasing from other than the lowest responsible dollar offeror would be, among other considerations, that the lowest dollar offeror has a history of:

- a. Not making timely deliveries;
- b. Delivering inferior quality goods; or
- c. Providing inferior quality services.

§6. Items Excluded from these Policies and Procedures by the City Council. Pursuant to General Municipal Law §104-b(2)(g), this policy may contain circumstances or types of procurements for which, in the sole discretion of the City Council, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the City of Mount Vernon to solicit quotations or document the basis for not accepting the lowest bid:

A. **Professional services or services requiring special or technical skill, training or expertise.** The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

a. In determining whether a service fits into this category the public official, department head, or their duly authorized purchasing agents making the purchase shall take into consideration the following guidelines:

- i. Whether the services are subject to state licensing or testing requirements;
- ii. Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- iii. Whether the services require a personal relationship between the individual and municipal officials.

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b. "Professional or technical services" shall include but not be limited to the following services of:

- i. An attorney;
- ii. Services of a physician
- iii. Technical services of an engineer engaged to prepare plans, maps and estimates;
- iv. Securing insurance coverage and/or services of an insurance broker;
- v. Services of a certified public accountant;
- vi. Investment management services;
- vii. Printing services involving extensive writing, editing or art work;
- viii. Management of municipally owned property; and
- ix. Computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.

c. To the extent practicable, professional services should be obtained through requests for proposals issued by the City of Mount Vernon's officials, department heads or their duly authorized purchasing agents. All RFPs are to be reviewed by said officials, department heads or their duly authorized purchasing agents, who will make a recommendation to the City Council for final approval. The determination of the RFP will be based on clearly described and documented criteria, and will include the evaluation of the service provider's accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. The City of Mount Vernon must provide documentation, such as but not limited to a memorandum, outlining its evaluation and the basis for awarding the contract for professional services.

d. In the event an RFP is not used to procure a professional service, no contract shall be awarded without written documentation, such as but not limited to a memorandum, outlining the procurement process, the evaluation methods used, and the basis for awarding the contract.

e. Procurements of professional services in excess of the sum of Five Thousand (\$5,000.) Dollars annually to any one contractor, though not subject to competitive bidding requirements, are hereby required to be in the form of a written Professional Service contract, signed by the party providing the service, and the City of Mount Vernon and shall detail the costs of the professional service. Such Professional Service Contracts shall be subject to the approval of the City Council and the Board of Estimate and Contract unless such professional services procurement is specifically provided for by another method in the Charter of the City of Mount Vernon (e.g. Section 153 of the Charter of the city of Mount Vernon) or in State Law.

B. **Emergency purchases.** For purpose of this section, an emergency refers to an occurrence that presents an immediate threat to public property, the life, safety, health, welfare or property of residents or the public, or threatens to curtail or terminate an essential service to residents or the public. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety, property or welfare of the residents or City of Mount Vernon. This section does not preclude alternate proposals if time permits. Emergency purchases will be made at the discretion of the appropriate department head with the appropriate documentation as to the nature of the emergency.

a. Documentation required - Procurement of goods and/or services shall be documented by, at a minimum:

- i. the nature of the emergency - a situation;

- 1. arising out of an accident or unforeseen occurrence or condition;
- 2. affecting public buildings, public property or the life, health, safety or property of the City's residents; and

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3. that requires immediate action which cannot await competitive bidding.

- ii. the verbal or written quote (documented in accordance with Sections 4B(i) and 4B(ii) above); and
- iii. any other relevant information.

b. Pre-approved contractors - There shall be an established list of preapproved contractors and service providers which shall be contacted and retained as necessary in emergency situations. The Mayor shall be authorized to enter into contracts with said contractors and service providers during emergencies. The provisions of this section shall not preclude the hiring of contractors and service providers which are not on the list if deemed necessary due to the nature of the emergency.

c. Sole Source. Under State Finance Law §163, "sole source" is defined as "a procurement in which only one offeror is capable of supplying the required commodities or services," and no substantial equivalent exists. To qualify under the sole source exception, the City of Mount Vernon must demonstrate that the acquisition of the good or service sought is in the public interest and is available from only one source, for which there is no equivalent. A good or service serves the public interest if there are unique benefits arising from the particular good or service as compared to a different good or service, no other good or service would provide substantially similar benefits, and the cost is reasonable when considering the benefit conferred upon the municipality.

a. Documentation Required - Procurement shall be documented by, at a minimum:

- i. the unique benefit of the sole source item as compared to other items available in the market place;
- ii. the fact that no other item provides substantially equivalent or similar benefits; considering the benefits received, that the cost of the sole source item is reasonable when compared to conventional items; and that, as a matter of fact, there is no possibility of competition for the procurement of said sole source item.

D. Preferred Source. Prior to entering into the competitive bidding process, the City is required by law to purchase commodities and services from Preferred Sources if the offering meets the form function, and utility required at a price no more than 15% above the prevailing market rate from the organizational priority listing below:

- 1. Department of Correctional Services' Correctional Industries Program [Corral]
- 2. Approved, charitable, non-profit making agencies for the blind [NYSID]
- 3. Equal priority to approved, charitable, nonprofit agencies for the severely disabled, qualified special employment programs for mentally ill persons, and qualified veterans' workshops. [NYSISP]

Utilizing Preferred Sources bypasses the need for a competitive bid process, streamlines procurement, and advances social and economic goals.

E. Purchases of surplus and secondhand goods from any source or goods purchased at auction. If alternate proposals are required, the City of Mount Vernon would be precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

F. Goods or services under \$1,000. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contractors would be awarded based on favoritism.

G. Cooperative or Piggyback Contracts. General Municipal Law §103(16) allows for the procurement of certain goods (including apparatus, materials, equipment, and supplies) and services through contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein, if such contract was let in a manner consistent with competitive bidding and has been made available for use by other governmental entities. The stated purpose is to reduce administrative and product costs and increase efficiency. Through cooperative purchasing, or piggybacking, a governmental subdivision has already investigated and secured the lowest possible price for the municipality. It is the responsibility of the City Council to review each proposed procurement to determine, on the advice of the Corporation Counsel as appropriate, whether the procurement falls within this exception. Three items must be considered:

- a. The contract must have been let by the United States or any agency thereof, any state or any other political subdivision or district therein; and
- b. The contract must have been made available for use by other governmental entities; and
- c. The contract must have been let in a manner that constitutes competitive bidding consistent with state law.

If it is determined that all three items to consider have been met, the City Council shall allow this exception to the requirements of competitive bidding and this policy. The determination that cooperative purchasing is allowed shall be documented and a copy of the government contract off which piggybacking is allowed must be included in such documentation.

H. Shared Services, Efficiencies, and Municipal Cooperation. The City of Mount Vernon is encouraged and authorized to share services and work together with other municipalities when possible, to reduce costs.

I. True leases. The courts have held that "true lease" agreements are neither purchases nor contracts for public work and, thus, are not subject to bidding under General Municipal Law §103.

a. Documentation Required: Procurement shall be documented by, at a minimum:

- i. Written quotes
- ii. Cost-benefit of leasing versus purchasing
- iii. any other relevant information.

§7. Other Considerations. Ethics and Conflicts of Interest. When engaging in procurement activities, officials, department heads or their duly authorized designees shall conduct themselves in accordance with City Code Chapter 24.

C. Internal Control. A system of internal control shall be established by the Department of Finance and shall provide for periodic review and monitoring of procurement procedures as outlined herein, which shall be reported to the City Council.

D. Benefit-Cost Analysis. Benefit-cost analysis involves weighing the benefit against the cost in order to make a choice among alternatives that will yield the maximum benefit at the least cost. When implementing the policies and procedures outlined herein, officials, department heads or their duly authorized designees should consider the financial benefit of their actions taken to procure goods and services, which should be economically more beneficial than their cost.

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E. **Environmental Awareness.** Officials, department heads or duly authorized designees shall take into consideration the environmental impact of goods and their energy efficiency when procuring the same.

F. **Maintenance and Durability.** Further consideration shall be given to the cost of maintaining said goods, and the durability, reparability and reliability of same.

G. **Standardization of purchase.** Standardization of a particular type of material or equipment must be approved by a City Council resolution setting forth the reasons for a need for standardization as defined in General Municipal Law §103. Such resolution shall state reasons of efficiency or economy.

§8 Individual(s) Responsible for Purchasing

- A. Purchasing Agent
- B. Procurement Manager
- C. Commissioner of Management Services
- D. Comptroller
- E. Assistant Comptroller

§9 Input from Officials, Department Heads and Purchasing Agent. Comments concerning the policies and procedures have been solicited from officials, department heads, and the Purchasing Agent of the City of Mount Vernon involved in the procurement process prior to the enactment of this resolution. Further comments will be solicited from time to time as the City Council may desire.

§10 Annual Review. The City Council shall review these policies and procedures annually, and when necessary, and evaluate whether the lists maintained by the City Clerk are being effectively utilized by officials, department heads or their duly authorized designees to implement the requirements of General Municipal Law § 104-b. The Committee Chairpersons of Finance and Planning and Legislation and Public Works shall be responsible for conducting an annual evaluation of the effectiveness of the procurement policy and procedures and an evaluation of the control procedures established to ensure compliance with the procurement policy and shall be responsible for reporting back to the City Council.

§11 Unintentional Failure to Comply. In the event of an unintentional failure to fully comply with the provisions of General Municipal Law, Section 104-b, the following corrective steps should be taken:

1. **Immediate Review:** Upon discovery of any unintentional noncompliance, an immediate review shall be conducted to assess the extent and impact of the noncompliance.
2. **Notification:** The officer or employee who identifies or learns of the noncompliance shall notify their supervisor and the Corporation Counsel's Office.
3. **Documentation:** All details of the noncompliance, including how it was discovered, the nature of the noncompliance, and any immediate actions taken, must be documented.
4. **Rectification Plan:** A rectification plan must be developed and implemented to correct the noncompliance. This plan should outline the steps to be taken to ensure compliance and prevent future occurrences.
5. **Review and Approval:** The rectification plan shall be reviewed and approved by the appropriate supervisory personnel and, if necessary, by the City Council.

6. **Implementation:** The approved rectification plan shall be implemented promptly to address any issues arising from the noncompliance.

The unintentional failure to fully comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the City of Mount Vernon or any officer or employee thereof.

§12 Training.

A. **Annual Training:** All department heads, purchasing agents, and relevant employees will undergo a mandatory training session annually conducted by the Corporation Counsel or an appointed representative, in collaboration with the Purchasing Manager or Agent on these procurement policies. This training will reinforce the City's procurement procedures, ethical guidelines, and any recent policy changes.

B. **Training Documentation:** Participation in annual training will be recorded and filed in the Office of the City Clerk."

Section 4. Purpose. The purpose of this ordinance is to modernize the procurement practices of the City of Mount Vernon, ensure compliance with New York State laws, and enhance operational efficiency and transparency.

Section 5. Key Provisions of Updated Procurement Policy:

1. **Streamlined Procurement Process:** The updated policy introduces a streamlined process for the procurement of goods and services not subject to competitive bidding to reduce administrative burdens and foster a more agile municipal operation.

2. **Mandatory Annual Trainings:** The policy mandates annual training sessions for all commissioners and purchasing agents to enhance competencies, ensuring competitiveness and inclusivity in procurement decisions.

3. **Enhanced Quality and Cost-Effectiveness:** Modern procurement practices shall be adopted to acquire goods and services of maximum quality at the lowest possible cost, directly benefiting taxpayers.

4. **Guard against Improvidence and Corruption:** The proposed policy sets forth stringent procedures to prevent favoritism, extravagance, fraud, and corruption in the procurement process, thereby safeguarding the public interest.

5. **Compliance with NYS Law:** Updating the procurement policy ensures compliance with New York State law, aligning the city with statewide standards and regulations.

Section 6. Implementation. The City of Mount Vernon shall implement the updated procurement policy immediately upon the effective date of this ordinance.

Section 7. Severability. If any provision of this ordinance is held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining provisions.

Boxhill: Yea Browne: Yea

Potat: Absent Thompson: Yea

Gleason: Yea Ordinance Adopted

Section 8. Publication. The City Clerk is hereby directed to publish this ordinance in accordance with the laws of the State of New York.

Section 9. Effective Date. This ordinance shall take effect immediately upon passage.

APPROVED AS TO FORM
Assistant Corporation Counsel
Deputy

APPROVED

Dept.

Councilperson
ADOPTED BY CITY COUNCIL
Acting President
ATTEST:
City Clerk

APPROVED
APR 24 2024
Date
By
Acting Mayor



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 -705

Agenda Date: 6/26/2024

Agenda #: 26.

City Council:

AN ORDINANCE AUTHORIZING THE DEPARTMENT OF MANAGEMENT SERVICES TO UTILIZE ARPA FUNDS FOR A ONE-YEAR SUPPORT CONTRACT FOR THE VxRAIL SERVER ENVIRONMENT

Whereas, by letter dated June 26, 2024, the Commissioner of the Department of Management Services has requested legislation authorizing the utilization of ARPA funds to pay for a one-year support contract for the VxRail server environment; and

Whereas, the City of Mount Vernon operates critical services on Dell VxRail servers located at both City Hall and the Police Department; and

Whereas, the existing three-year maintenance contract for these servers, which began in April 2021, has expired as of April 2024; and

Whereas, the Department of Management Services requires a one-year support contract to cover hardware and technical support services for the VxRail servers from April 2024 through April 2025; and

Whereas, the Department of Management Services has consulted with the Finance Department to ensure that the use of ARPA funds meets the eligibility requirements; and

Whereas, the total cost for the one-year support contract is \$52,782.71, as detailed in the following quotes:

- Quote # v3000173655281.2: - \$26,943.91
- Quote # v3000173655223.4: - \$13,658.04
- Quote # 24994248: - \$6,090.38
- Quote # 24994285: - \$6,090.38

Whereas, the necessary funds are available from ARPA H1680.203.C927; and

Whereas, this one-year agreement is needed to address immediate support issues for the city, and a separate request will be made to solicit long-term support through an RFP process; **Now, Therefore, Be It Resolved That**

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

Section 1. Purpose. The purpose of this ordinance is to authorize the Department of Management Services to utilize ARPA funds to pay for a one-year support contract for the VxRail server environment.

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

1. “VxRail Server Environment”: The integrated hardware and software system used by the City of Mount Vernon for critical services at City Hall and the Police Department.

2. “ARPA”: The American Rescue Plan Act, which provides funds for various governmental expenses and projects.

3. “Support Contract”: The one-year agreement with Dell for hardware and technical support services for the VxRail servers.

Section 3. Authorization. The Department of Management Services is hereby authorized to utilize \$52,782.71 from ARPA H1680.203.C927 to pay for a one-year support contract for the VxRail server environment, based on the following quotes:

- Quote # v3000173655281.2: - \$26,943.91
- Quote # v3000173655223.4: - \$13,658.04
- Quote # 24994248: - \$6,090.38
- Quote # 24994285: - \$6,090.38

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



MANAGEMENT SERVICES
 ONE ROOSEVELT SQUARE
 MOUNT VERNON, NEW YORK 10550
 PHONE: (914) 665-3262
 EMAIL: JPerez@CMVNY.COM

Juan Perez
 Commissioner Management Services

June 26, 2024

VIA EMAIL:

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

RE: Approval for payment of Maintenance contracts for VxRail Servers and SHI Dell Backup environment from ARPA H1680.203.C927 for one (1) year for City Hall and Police Department in the amount of \$52,782.71.

Honorable Council members:

Management Services requests that the City Council [approve a Resolution](#) to allow the Department of Management Services to utilize funds from ARPA H1680.203.C927 to pay for a one(1) year support contract for our VxRail Server environment. The renewals will cover hardware support as well as support for our Dell backup environment.

Both City Hall and Police run production and critical services on the Dell VxRail servers. At this time our three (3) year maintenance contract which started on 4/2021 has expired and we are now entering into the yearly renewal period with these devices. The contract provides the city with hardware and technical support services should we require repairs or support from Dell.

The renewal will run from 4/2024 through 4/2025. Our exiting service contract ended on 4/2024.

We have consulted with Finance to ensure that this request meets the requirements of ARPA. Management services would utilize a total of \$52,782.71 from ARPA H1680.203.C927.

Quote #	v 3000173655281.2	\$26,943.91
Quote #	v 3000173655223.4	\$13,658.04
Quote #	24994248	\$6,090.38
Quote #	24994285	\$6,090.38





MANAGEMENT SERVICES
ONE ROOSEVELT SQUARE
MOUNT VERNON, NEW YORK 10550
PHONE: (914) 665-3262
EMAIL: JPerez@CMVNY.COM

Juan Perez
Commissioner Management Services

This payment would cover both City Hall and the Police Department. The Police commissioner has been informed and consulted.

This one-year agreement is needed to satisfy immediate support issues for the city. We are also requesting permission, under a separate referral letter, to put out an RFP to solicit support for this environment moving forward.

Environmental Considerations: NA
Enforcement Plan by Policy: NA
Other Final Departmental Needs: NA

Sincerely,
Juan Perez
Commissioner Management Services

cc: Mayors Office, Comptroller

Enclosure(s): City of Mount Vernon 300017365523_4, City of Mount Vernon 3000173655281_2, SHI Quote 2499248, SHI Quote 24994285

