

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, July 10, 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, JULY 10, 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: Danielle Browne, Acting Council President

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

CALL TO ORDER / PLEDGE OF ALLEGIANCE

Acting Council President Danielle Browne 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”. Acting Council President Browne 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. Mount Vernon Public Library: An ordinance Granting Permission to the Mount Vernon Public Library to Hold its Annual Comic Expo and approving related Street Closures and Signage (September 22, 2024)

Code: LPW

Attachments: [MVPL Comic Expo Application.pdf](#)
[DPW Response MVPL Comic Expo.pdf](#)
[FD Response MVPL Comic Expo.pdf](#)
[PD Response MVPL Comic Expo.pdf](#)

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2. 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](#)

 3. Department of Public Works: An ordinance authorizing the Final Contractual Payment to PCI Industries Corp. for Street Resurfacing and ADA-Compliant Handicap Ramp Installation

Code: LPW
Attachments: [Resurfacing of Various Streets in the City of Mount Vernon 2024.pdf](#)

 4. Department of Public Works: An ordinance adopting the Resolution for the New York State Department of Transportation Bridge NY - (South Fulton Avenue and East Third Street Bridge Rehabilitation project (BIN 2225220)

Code: LPW
Attachments: [Bridge Project Referral.pdf](#)
[Bridge Project Resolution.pdf](#)

 5. Department of Public Works: An ordinance authorizing the Release of a Request for Proposal (RFP) to Establish Citywide Electric Vehicle (EV) and Plug-In Hybrid EV (PHEV) Charging Infrastructure Capabilities

Code: LPW
Attachments: [RFP to Establish citywide Electric Vehicle and Plug in Hybrid EV.pdf](#)

 6. Department of Public Works: An ordinance authorizing the Advertisement for Bids for Various Public Works Construction Equipment Rentals

Code: LPW
Attachments: [Various Public Works Construction Equipment Rentals.pdf](#)

 7. Department of Public Works: An ordinance declaring an emergency, authorizing the replacement of the HVAC System in the City Hall 2nd Floor City Council Room and authorizing the Mayor to enter into an Agreement

Code: LPW
Attachments: [City Council HVAC Replacement-Declared Emergency.pdf](#)
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8. Department of Public Works: An ordinance authorizing the Amendment of Ordinance No. 4, adopted by the City Council on August 14, 2023, entitled "AN ORDINANCE AUTHORIZING THE MAYOR TO AMEND THE ORIGINAL ARCADIS OF NEW YORK INC. AGREEMENT FOR AN ADDITIONAL \$1,000,000" (a third and final extension of the emergency contract with Arcadis for the DEC Consent Decree)

Code: LPW

Attachments: [Arcadis - Amendment #3.pdf](#)

9. Department of Public Works: An ordinance authorizing the City of Mount Vernon to Solicit Request for Proposals for the Upgrade of the Edison Avenue Pump Station

Code: LPW

Attachments: [RFP for Upgrades to Edison Ave Pump Station.pdf](#)

10. Department of Public Works: An ordinance authorizing the Transfer of Funds to Support the Engineering and Design Phase of the South Fulton Avenue Bridge Rehabilitation Project

Code: LPW

Attachments: [Transfer of Funds for S.,. Fulton Bridge BIN 2225220.pdf](#)

To the Council:

HUMAN RESOURCES

11. Recreation Department: An ordinance authorizing the acceptance of a Donation from New City Park for the repair of Madison Playground Safety surface

Code: HR

Attachments: [ncp leg letter.pdf](#)

12. Recreation Department: An ordinance authorizing a Partnership with New York Presbyterian Division of Community and Population Health for Community Revitalization Activities at Lee O. Mann Park

Code: HR

Attachments: [Recreation- NYP](#)

To the Council:

PUBLIC SAFETY AND CODES

13. Department of Public Safety: An ordinance authorizing the transfer of funds between Budget Lines funded through the American Rescue Plan (ARPA)

Code: PSC

Attachments: [ARPA Funds Transfer Referral Letter](#)

14. Department of Public Safety: An ordinance authorizing the Mayor to enter into an Agreement with SecureWatch24 for the purchase of 21 Tablet-Style Mobile Computers for the Department of Public Safety

Code: PSC

Attachments: [SecureWatch Referral Letter](#)

To the Council:

FINANCE AND PLANNING

No Items

ADD-ON

LEGISLATION AND PUBLIC WORKS

15. Ketty Floyd: An ordinance authorizing the temporary closure of Eastchester Lane to hold a Block Party (August 31st and September 1, 2024 from 10:00 a.m. to 10:00 p.m.)

Code: LPW

Attachments: [Ketty Floyd TBDS.pdf](#)
[DPW Response Ketty Floyd Eastchester Lane.pdf](#)
[Fire Response Ketty Floyd Eastchester Lane.pdf](#)
[PD Response for Eastchester Lane.pdf](#)

16. Thomas Johnson: An ordinance authorizing the temporary closure of the 200 Block of South 4th Avenue for the Positive Transitions Annual Hilltop Cookout (August 3, 2024, rain date: August 10, 2024)

Code: LPW

Attachments: [Hilltop Application.pdf](#)
[DPW Hilltop Response.pdf](#)
[FD Hilltop Response.pdf](#)
[PD Response Hilltop.pdf](#)

17. City Council: A Resolution of the City Council of the City of Mount Vernon, New York recognizing and celebrating Johan S. Powell, Esq.

Code: LPW

Attachments: [Johan S. Powell, Esq. Resolution.pdf](#)

18. City Clerk: An ordinance authorizing Councilwoman Danielle Browne to attend the NEW York State Conference of Mayors (NYCOM) Fall Training School in Saratoga (September 16 - 20, 2024)

Code: LPW

Attachments: [NYCOM Fall Training.pdf](#)

PUBLIC SAFETY AND CODES

19. Department of Buildings: An ordinance authorizing the department to partner with eBizDocs and ICC-CD for digital content management.

Code: PSC

Attachments: [DOCUMENTDIGITALIZATION.pdf](#)

[Mt Vernon C Phase 1 BF proposal 5-30-24.pdf](#)

[Mt Vernon C Phase 2 BF proposal 5-30-24.pdf](#)

[Mt Vernon C Phase 3 BF proposal 5-30-24.pdf](#)

[Mt Vernon C Phase 4 BF proposal 5-30-24.pdf](#)

[Mt Vernon C Phase 5 BF proposal 5-30-24.pdf](#)

[Mt Vernon C Phase 6 BF proposal 5-30-24.pdf](#)

[Mount Vernon Building Department Phase 1
11-23-22 REVISED nd JAapp 5.28.24.pdf](#)

[Mount Vernon Building Department Phase
4 REVISED nd JAapp 5.28.24.pdf](#)

[NYSID Cover Letter Mount Vernon Building
Dept Phase 1 - 6 2024.docx](#)

[Mount Vernon Building Department Phase
2 REVISED nd JAapp 5.28.24.pdf](#)

[Mount Vernon Building Department Phase
5 REVISED nd JAapp 5.28.24.pdf](#)

[Mount Vernon Building Department Phase
3 REVISED nd JAapp 5.28.24.pdf](#)

[Mount Vernon Building Department Phase 1
11-23-22 REVISED nd JAapp 5.28.24.pdf](#)

[Mount Vernon NY Sole Supplier Letter
5.2024.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 -717
A

Agenda Date: 7/10/2024

Agenda #: 1 -

City Council:

AN ORDINANCE GRANTING PERMISSION TO THE MOUNT VERNON PUBLIC LIBRARY TO HOLD A COMIC EXPO AND THE DEPARTMENT OF PUBLIC SAFETY TO CLOSE SOUTH 2ND AVENUE BETWEEN EAST 1ST AND EAST 2ND STREET

Whereas, by letter dated May 29, 2024, Jade Hackett has requested legislation authorizing a Block Party for the Mount Vernon Public Library Annual Comic Expo to be held on Sunday, September 22, 2024, from 11:00 a.m. to 6:00 p.m. and approval of related street closures and signage; and

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

Section 1. Authorization of Block Party Permit. The City Council authorizes the issuance of a Block Party Permit for the Mount Vernon Public Library Annual Comic Expo to be held on Sunday, September 22, 2024, from 11:00 a.m. to 6:00 p.m.

Section 2. Street Closures. The following street closures are approved for the duration of the event:

- South First Avenue between First and Second Streets-during the use of South 2nd Avenue between East 1st and East 2nd Streets as aforesaid, Mount Vernon Public Library shall maintain, clean, and keep the street in good condition at its own expense. The permission hereby granted is further conditioned upon maintaining access to such street at all times for emergency services in the event of necessity therefor.

Section 3. Express Condition. The foregoing permission is granted upon the express condition that Mount Vernon Public Library shall assume all liability for and will indemnify and hold the City of Mount Vernon harmless of and from any and all damages that occur to persons or property because of the **holding** of said “Comic Expo”, and that Mount Vernon Public Library, before acting upon this ordinance, shall file with the City Clerk and to be approved by the Corporation Counsel, a public liability policy covering the City of Mount Vernon as an additional insured, with policy limits of at least \$1,000,000.00 per occurrence.

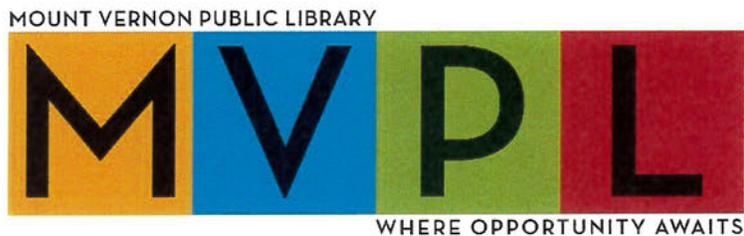
Section 4. Safety Personnel. If personnel are needed to direct traffic and provide for the safety of persons and property in conjunction with said “Comic Expo”, Mount Vernon Public Library shall reimburse the City for the overtime costs of the number of police officers determined to be necessary for these purposes at the sole discretion of the Chief of the Department of Public Safety.

Section 5. Signage and Barricades. The Department of Public Works shall place “No Parking” signs 72 hours before the event and drop barricades 24 hours to facilitate the street closures. Sidewalks are to remain open to pedestrians.

Section 6. Stage Safety Check. The Department of Buildings is directed to conduct a safety check of the stage to be used for entertainment purposes at the Comic Expo.

Section 7. Promotional Banners. Permission is granted to place promotional banners for the event, measuring 4 ft. high by 6 ft. wide, at Hartley Park and the Gramatan Avenue Bridge over Cross County Parkway in Fleetwood.

Section 8. Effective Date. This ordinance shall take effect only upon filing the above-described documents in the office of the City Clerk of Mount Vernon.



May 29, 2024

Honorable Cathlin Gleason.
City Council President
City Hall
1 Roosevelt Square
Mount Vernon, NY 10550

FILED
CITY CLERK
MOUNT VERNON, NY
2024 JUN 11 A 10:49

Dear Council President Gleason,

I am thrilled to share information about the Mount Vernon Public Library Comic Expo, an exciting celebration of Comics, Anime, Sci-Fi, and Gaming hosted by our library. This event aims to bring elements of fandom to our residents and foster a sense of community spirit. Unlike traditional Comic Conventions that can be quite expensive, we take immense pride in offering this event to our community completely free of charge.

I am writing to request a Block Party Permit on behalf of the Mount Vernon Public Library Comic Expo for Sunday, September 22, 2024. Our proposal involves closing South First Avenue (between First and Second Streets) to vehicular traffic for the duration of the event. We specifically chose a Sunday to avoid interfering with the business operations of the Post Office, Enterprise Car Rental, and Dr. Patel's Orthodontist office.

We are pleased to share that we have received overwhelming support from the community for this endeavor, with signatures from the majority of the homeowners and businesses on the block endorsing the event.

Our primary goal is to provide our young people with an enriching comic con experience. To achieve this, we have planned a plethora of entertainment, including artist workshops, engaging speakers, thrilling gaming tournaments, and a special demonstration of Star Wars lightsaber choreography. Additionally, we have invited renowned entertainers from the comic, sci-fi, and gaming worlds to join us in making this event truly unforgettable.

One of the highlights of our Comic Expo will undoubtedly be the cosplay contest. Cosplay, where attendees dress up as characters from movies, books, or video games, particularly from manga and anime, has become a global phenomenon and is sure to captivate our attendees.

As part of our effort to promote this exceptional free event, we are seeking permission to place banners (measuring 4 ft. high by 6 ft. wide) at Hartley Park and the Gramatan Avenue Bridge over Cross County Parkway in Fleetwood.

I extend my heartfelt appreciation to the dedicated individuals who have been instrumental in making the permit application process smooth and successful. Ms. Kim Thompson from the City Clerk's office has been exceptionally helpful, providing invaluable assistance in completing the application. I also want to express my gratitude to Deputy Commissioner Theodore Beale, whose guidance ensured that we obtained the necessary permits and paperwork for our food vendors, and to Ms. Walters, the City Clerk, whose instruction was invaluable in correctly submitting this year's application.

Rest assured, we have been thoroughly educated on all the required paperwork and permits to ensure full compliance with all necessary requirements for the street closure during this fantastic event. Your support and the cooperation of these individuals have been invaluable in bringing this event to life seamlessly.

Once again, thank you to the Mount Vernon City Council for your unwavering support, and we look forward to a successful and memorable celebration.

Sincerely,



Jade Hackett
Program Coordinator
Mount Vernon Public Library

**CITY OF MOUNT VERNON, NEW YORK
BLOCK PARTY / SPECIAL EVENT
APPLICATION**
(Please attach additional sheets as necessary)

GENERAL INFORMATION

Applicant/Organization Name: Mount Vernon Public Library

Applicant/Organization Address: 28 South First Avenue Event Date: 09/22/2024

Rain Date: N/A

Start Time: 11:00 AM PM End Time: 6:00 AM PM

Identify Streets to be closed (please include cross streets).

South First Avenue between East First and East Second Streets

Is parking control being requested? Yes No
If so, please describe (please be specific):

Will Sound Amplification Equipment be used? Yes No
*Please Note: A Block permit does **not** include a "noise permit". Noise violations may result in citations issued to the event permit holder or responsible party if a violation occurs.*

If so, please describe (please be specific): We are hosting an entertainment stage with musical Performances. In addition, we will have a live DJ playing music throughout the event space.

VENDING

Will merchandise be sold? Yes No Will Food/Beverage be sold? Yes No

(Please note: other permits will be required for sale of merchandise and food, for example food vendors must provide a Health Certificate or Food Handler's Permit from the Westchester County Dept. of Health)

Please list all Vendors:

Please See Attached List

Name: _____ Daytime Phone Number: (____) _____ - _____

Address: _____

Name: _____ Daytime Phone Number: (____) _____ - _____

Address: _____

Attach additional sheets as necessary.

Please attach copies of contacts and certificates of insurance for each vendor.

Will event involve open burning? Yes No

Will event involve the use of a stage, tent or canopy? Yes No

Give details (placement, size, purpose, etc.) There will be an entertainment stage located inside the library parking lot and a riser stage (see diagram) located on the sidewalk (riser stage is for Children's entertainment). There will be 10x10 tents located at vendor stations throughout the event.

I acknowledge that the information contained in this application is true and complete to the best of my knowledge.

Applicant Name: Jade Hackett

Signature of Applicant: _____ **Date:** 05/29/2024

Name Sponsoring Organization (if applicable): Mount Vernon Public Library

Address of Applicant: 28 South First Avenue, Mount Vernon, NY 10550
(Street Address/City/Zip Code)

Applicant's Position in Organization: Community Outreach Supervisor

Applicant's Daytime Phone Number: (914) 668-1840 ext. 237

REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

In consideration of the granting of a special event permit by the City of Mount Vernon ("the City") for an event that is to occur on Sunday September 22, 2024, from 11:00 am 6:00pm at The Mount Vernon Public Library, 28 South First Avenue the undersigned, as an individual and as Program Coordinator of The Mount Vernon Public Library and The Mount Vernon Public Library (hereinafter the "Sponsors"), do hereby agree to indemnify and hold harmless the City of Mount Vernon, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees, or loss arising out of the grant of this Special Event Permit and at their sole expense and agree to bear all other costs and expenses relating thereto, and to reimburse the City for any costs incurred by the City in repairing damage due to the actions of the Sponsors and/or by the Sponsors' officers, employees or agents, or any person under the Sponsors' control. Further, the Sponsors hereby agree to defend the City, its officers, employees and agents harmless from any liability to any person or entity resulting from any damage or injury occurring in connection with the event proximately caused by the actions of the City and the Sponsors' officers, employees or agents, or any person who is under the Undersigned's control.

IN WITNESS WHEREOF, the Sponsors/Applicant(s) for the Block Party Permit
 Individual Sponsor: Event is being held by an individual.
 (Must be signed before a notary public or commissioner
 of deeds.)

Print Name: _____
Signature: _____
Address: _____ (Street Address/City/State/Zip Code)
Daytime Phone Number: () _____ - _____
Driver's License # & Exp. Date: _____ Exp. Date: ___/___/___

Signed before me in the State of New
 York, County of Westchester, this day of 29th
May, 2024
 by [Signature]
 Notary Public/Commissioner of Deeds
Deborah A. Kershaw
 My commission Expires: 04/26/28

Sponsoring Organization: Event is being held by an organization.
 (Must be signed before a notary public or commissioner
 of deeds.)

Organization Name: <u>Mount Vernon Public Library</u>
Print Authorized Officer's Name & Title: <u>Ms. Jade Jackett Program Coordinator</u>
Signature: <u>[Signature]</u>
Address: <u>28 South First Avenue</u> (Street Address/City/State/Zip Code)
Daytime Phone Number: <u>(914) 668 - 1840 ext. 237</u>
Driver's License # & Exp. Date: _____

DEBORAH A. KERSHAW
 Notary Public, State of New York
 Certified in Westchester County
 No. 01KE6109034
 My Commission Expires April 26, 2028



CITY OF MOUNT VERNON, NEW YORK
BLOCK PARTY/ SPECIAL EVENT
ADDITIONAL GUIDELINES

Below are additional guidelines that must be adhered to when hosting a Block Party or Special Event in the City of Mount Vernon, New York. These guidelines must be agreed to, signed by the event organizer, notarized and submitted with your completed application.

1. Sidewalks are to remain open to pedestrians and proper signage must be visibly in place
2. The Police Department will determine whether a police presence is needed as well as how many officers are required. The event organizers will have to pay the salary for each officer needed, 72 hours in advance. It is up to the Police Department to determine if Auxiliary Police can be used.
3. If you are requesting to use private security, each person must have a NYS Security License and show proof of being bonded. Proof for each security guard must be submitted 72 hours before event.
4. No alcohol use is permitted on city property. City Code §191-11
5. No sale of alcohol is permitted
6. If your event is in a residential area and using vendors, the vendors must set up only on one (1) side of the street and not obstruct driveways.

[Signature]
(Event Organizer Signature)

5/29/24
(Date)

Sworn and signed before me on the 29th day of MAY, 2024

[Signature]
Notary/ Commissioner of Deeds

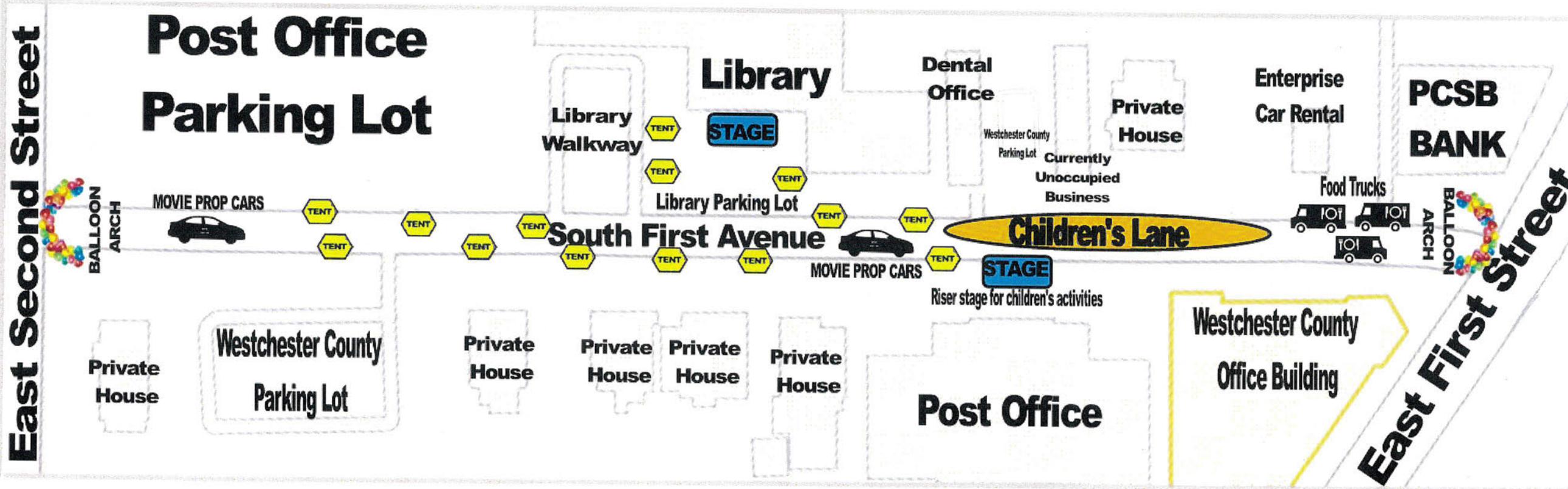
04/26/2028
Commission expiration date

MVPL Comic Expo 2024 Vendors

Vendor List of registered vendors as of 04/16/2024

Mz. Hulk Comics - Khaleelah Higgins-Brown
Bittersweet Stars - Ashley Hernandez
Eanna Art - Ciara Smith
Ezra's Cups & Crafts - Dayanna Garcia
AXEICE ANIME - Axiom Harris
The Circus Hotel -Light Haynes
Squiggy's Dugout
Daaliart - Debbie Ali
Br0k3n Ragdoll - Paige Robkoff
VMedia - Vandel Marchen
Manny714-Emmanuel Knight
Lima Publishing House- Tommy Sakar
Tranquil Ashes- Anita Riggs
Two L's in the Kitchen-Loren Capers
Luxe like Leah – Leah Michelle
Northern Wind Comics - Edmund Paul
Diamonds Mystical Vanity - Chantel Diamond
HARLEM games - David McNeal
Tokyo Bronx ACG - Rosa Vasquez
The Scruff Comic - Adhim DeVeaux
PM animation - Paige Monte
Mask Studios - S.P. Mask
Black Maverick Comics - Hutchinson Boyd

Street Map for 2024 MVPL Comic Expo





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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner
ROBERT L. HACKETT
Deputy Commissioner

July 1, 2024

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

RE: Mount Vernon Public Library Annual Comic Expo

Replying to your memo regarding the Mount Vernon Public Library Annual Comic Expo to take place September 22, 2024, please be advised that the Department of Public Works has no objections to this event. DPW will place "No Parking" signs 72 hours prior to the event and drop barricades 24 hours in advance.

The following Streets will have closures:

South First Avenue between First and Second Streets

Best Regards,

Robert L. Hackett
Deputy Commissioner of Public Works



CITY OF MOUNT VERNON, N.Y.
Fire Department

SHAWYN PATTERSON-HOWARD
Mayor

Fire Headquarters
470 E Lincoln Ave
Mount Vernon, NY 10552
(914) 665-2611 – Fax: (914) 665-2630

Deborah M. Norman
Fire Commissioner
Theodore W. Beale Jr.
Deputy Fire Commissioner
K. Robert Odindo
Chief of Operations
Aaron Marable
Asst. Chief of Operations

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

July 2, 2024

RE: Mount Vernon Library Event

Dear Councilmembers,

The Fire Department Approves the request/permit for the Comic Expo at the Mount Vernon Library for September 22, 2024 at 28 First Avenue from 11:00am to 6:00pm for this special event.

The FDMV recommends that the department of Buildings conduct a safety check of the stage to be used for entertainment purposes.

Sincerely,

Deborah M. Norman
Deborah M. Norman
Fire Commissioner, FDMV

“The Jewel of Westchester”



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



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

*Captain Michael Goldman
Commanding Officer*

*Sergeant Juliet Evans
Executive Officer*

Date: July 01, 2024

To: Office of Police Commissioner

From: Executive Officer of Support Service Division

Subject: Annual Comic Expo – Mount Vernon Public Library

The undersigned supervisor received a block party/ special event application for review from the Mount Vernon City Clerk’s Office. On behalf of the Public Library, Jade Hackett has applied for a block party/ special event permit to utilize South 1st Avenue between 1st Street and 2nd Street (by the Mount Vernon Public Library) on Sunday, September 22, 2024, from 1100 to 1800 hours, with no scheduled rain date requested.

The application states that the event is free but does not list the expected number of attendees. The applicant provided a list of vendors participating in the event and there are no alcohol sales on the list. A diaphragm was also submitted with the application. The application states that there will be two stages, a DJ and children’s entertainment at the event. The applicant has supplied a homeowner affidavit of consent from the area residents and businesses permitting the street closure.

The undersigned supervisor has no public safety concerns about this event and recommends the approval of this request. The undersigned supervisor recommends the following:

- DPW is to place barricades at the intersection of South 1st Avenue at East 1st and East 2nd Street.
- DPW is to place “No Parking” signs at the above-listed location seventy-two (72) hours prior to the event.
- Auxiliary Officers are to be notified to cover the event.
- The street supervisor should monitor the event and be authorized to hire officers on an overtime basis as deemed necessary, at the organizer’s expense.

Sgt. Juliet Evans #4 7/01/24
Sergeant Juliet Evans #4
Executive Officer of Support Services Division

[Signature]
APPROVED

Commissioner of Public Safety

CC: Patrol Division
Department of Public Works



City of Mount Vernon, New York

Staff Report

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

File #: TMP -656

Agenda Date: 6/26/2024

Agenda #: 2.

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
CITY HALL, MOUNT
VERNON, NEW YORK
10550
& VIA
FACEBOOK.
COM/MOUNTVERNONNY

File #: TMP -692

Agenda Date: 7/10/2024

Agenda #: 3.

City Council:

AN ORDINANCE AUTHORIZING THE FINAL CONTRACTUAL PAYMENT TO PCI INDUSTRIES CORP. FOR STREET RESURFACING AND ADA-COMPLIANT HANDICAP RAMP INSTALLATION

Whereas, by letter dated May 30, 2024, the Commissioner of the Department of Public Works has requested legislation authorizing the final contractual payment to PCI Industries Corp. for the resurfacing of streets and the installation of ADA-compliant handicap ramps; and

Whereas, the City of Mount Vernon entered into a contract with PCI Industries Corp. for the resurfacing of streets and the installation of ADA-compliant handicap ramps; and

Whereas, Damani L. Bush, Commissioner of Public Works for the City of Mount Vernon, has confirmed that the work under this contract has been performed in accordance with the terms of the contract; and

Whereas, the City of Mount Vernon successfully resurfaced over 79 streets, totaling more than 350 roadways with new asphalt, and installed 500% more ADA-compliant handicap ramps than completed in the past fifteen years combined; and

Whereas, many of these roadways were in critical hazardous condition, causing potholes, sinkholes, and vehicular damage; and

Whereas, the project was primarily funded through the New York State Department of Transportation, making it 100% reimbursable; and

Whereas, PCI Industries Corp. is entitled to the final contractual payment (retainage) of \$590,895.70 for the work performed; and

Whereas, funds for this final contractual payment (retainage) are available in H5110.203.C931 and are eligible for reimbursement via NYS CHIPS; **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 final contractual payment to PCI Industries Corp. for street resurfacing and the installation of ADA-compliant handicap ramps.

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

1. “Final Contractual Payment (Retainage)”: The remaining balance due to

PCI Industries Corp. upon satisfactory completion of the contract terms.

2. “ADA-Compliant Handicap Ramps”: Ramps that comply with the Americans with Disabilities Act standards, providing accessibility to individuals with disabilities.

3. “NYS CHIPS”: New York State Consolidated Local Street and Highway Improvement Program, which provides reimbursement for eligible transportation-related projects.

Section 3. Authorization. The Commissioner of Public Works is hereby authorized to make the final contractual payment (retainage) of \$590,895.70 to PCI Industries Corp. Funds for this payment are available in H5110.203.C931 and are eligible for reimbursement via NYS CHIPS.

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

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: **“RESURFACING OF VARIOUS STREETS IN THE CITY OF MOUNT VERNON 2021 – 2024”**
Contractor - PCI INDUSTRIES CORP.
Final Payment - \$590,895.70 (Final Payment - Retainage)

Dear Council Members:

I, Damani L. Bush, Commissioner of Public Works of the City of Mount Vernon, do hereby state that the work under the contract between the City of Mount Vernon and PCI Industries Corp. regarding captioned subject has been performed in the manner as directed by the terms of contract.

Throughout this period, the City of Mount Vernon was able to resurface over 79 streets equating to over 350+ roadways with new asphalt and installed 500+ new ADA-Compliant Handicap Ramps, which is more than the City has completed in the past fifteen (15) years combined. Many of these roadways were in critical hazardous condition resulting in potholes, sinkholes, and vehicular damage. It is also noted that much of this project was funded via New York State Department of Transportation funding sources which is 100% reimbursable.

Therefore, the Contractor, PCI Industries Corp. is entitled to the Final Contractual Payment (Retainage) in the amount of \$590,895.70. Funds to pay for this are available in H5110.203.C931, which are eligible for reimbursement via NYS CHIPS.

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.
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VERNON, NEW YORK
10550
& VIA
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File #: -TMP -693

Agenda Date: 7/10/2024

Agenda #: 4.

City Council:

AN ORDINANCE ADOPTING THE RESOLUTION PROJECT (BIN 2225220) AND AUTHORIZING THE ENGINEERING AND DESIGN PHASE FOR THE SOUTH FULTON AVENUE AND EAST THIRD STREET BRIDGE (OVERPASS) REHABILITATION PROJECT

Whereas, by letter dated July 9, 2024, the Commissioner of the Department of Public Works has requested legislation authorizing the adoption of the resolution for the New York State Department of Transportation BRIDGE NY Rehabilitation project (BIN 2225220) and authorizing the initiation of the Engineering and Design phase for the South Fulton Avenue and East Third Street Bridge (Overpass) Rehabilitation project, with a total cost of \$1,000,000; and

Whereas, the total grant amount for the bridge rehabilitation project is \$4,999,710, to be executed in two phases: Engineering & Design and Reconstruction; and

Whereas, this ordinance pertains specifically to the Engineering and Design phase, with a total cost of \$1,000,000; and

Whereas, the cost share for the Engineering and Design phase is broken down as follows: NYS share is \$950,000 and the City's cash match is \$50,000, which represents 5% of the total project cost; and

Whereas, the City's match of \$50,000 will be appropriated from the Engineering Office budget line A1440.405; and

Whereas, the South Fulton Avenue and East Third Street Bridge, constructed in 1912, has been identified by the NYS Department of Transportation as one of the worst-rated bridges in the Hudson Valley, with serious safety concerns that require immediate attention; and

Whereas, addressing these safety concerns is crucial for the safety and longevity of the bridge, and immediate action is necessary to prevent further deterioration and ensure public safety; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization for Engineering and Design Phase. The City Council hereby authorizes the initiation of the Engineering and Design phase for the South Fulton Avenue and East Third Street Bridge (Overpass) Rehabilitation project, with a total cost of \$1,000,000.

Section 2. Funding Appropriation. The City Council authorizes the appropriation of \$50,000 from the Engineering Office budget line A1440.405 to serve as the City's cash match for the Engineering and Design phase of the project.

Section 3. Project Justification. This project is essential to address the serious safety concerns identified by the NYS Department of Transportation and to ensure the structural integrity and longevity of the

South Fulton Avenue and East Third Street Bridge.

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

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MOUNT VERNON, AUTHORIZING
THE IMPLEMENTATION AND FUNDING OF THE
COSTS OF A TRANSPORTATION PROJECT, WHICH
MAY BE ELIGIBLE FOR FEDERAL AID AND/OR STATE
AID OR REIMBURSEMENT FROM BRIDGE NY FUNDS**

WHEREAS, a project for the *South Fulton Avenue and East Third Street Bridge (Overpass) Rehabilitation (BIN 2225220), City of Mt Vernon, Westchester County, NY* PIN 8763.19 (the “Project”) is eligible for funding under Title 23 U.S. Code, as amended, 23CFR as amended and PUB. L. 117-58, also known as the “Bipartisan Infrastructure Law” (BIL); and

WHEREAS, the City of Mount Vernon will design, let, and construct the Project and

WHEREAS, the City of Mount Vernon desires to advance the Project by committing 5% or \$50,000 of the costs of the preliminary and detailed design work or portions thereof.

NOW, THEREFORE, The Mount Vernon City Council, duly convened, does hereby,

RESOLVE, that The Mount Vernon City Council hereby approves the Project, and it is hereby further

RESOLVED, that The Mount Vernon City Council hereby authorizes The City of Mount Vernon to pay 5% of the cost of preliminary and detailed design work for the Project or portions thereof, with the understanding that qualified expenses may be eligible for federal aid, state aid, or reimbursement from Bridge NY funds; and it is further

RESOLVED, that the sum of **\$50,000 (the City’s cash match)** is hereby appropriated from Engineering Office - A1440.405 and made available to cover the cost of participation in the above phases of the Project, and it is further

RESOLVED, that the Mount Vernon City Council hereby agrees that the Supervisor of the City of Mount Vernon shall be responsible for all costs of the Project which exceed the amount of federal aid, state-aid, or NY Bridge funding awarded to the City of Mount Vernon, and it is further

RESOLVED, that in the event the Project costs not covered by federal aid, state aid, or NY Bridge funding exceed the amount appropriated above, the Mount Vernon City Council shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Supervisor of the City of Mount Vernon thereof, and it is further

RESOLVED, that the City of Mount Vernon hereby agrees that construction of the Project

shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and it is further

RESOLVED, that the Supervisor of the City of Mount Vernon be and is hereby authorized to execute on behalf of the City of Mount Vernon all necessary agreements, certifications, or reimbursement requests for federal aid and/or state aid with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the City of Mount Vernon's funding of Project costs and permanent financing of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and it is further

RESOLVED, that the City of Mount Vernon will be responsible for all maintenance of the Project, and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and it is further

RESOLVED, this Resolution shall take effect immediately.



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner
ROBERT L. HACKETT
Deputy Commissioner

July 9, 2024

VIA HAND

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

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

RE: SOUTH FULTON AVENUE AND EAST THIRD STREET BRIDGE (OVERPASS) REHABILITATION (BIN 2225220)

Dear Honorable Councilpersons:

With the utmost respect, I urgently request your Council to enact the attached resolution for the New York State Department of Transportation BRIDGE NY **South Fulton Avenue and East Third Street Bridge (Overpass)** Rehabilitation project (BIN 2225220). The city received grant approval for the entire bridge renovation project, which totaled \$4,999,710. The project will be executed in two (2) phases—Engineering & Design and re-construction. This legislation is for the Engineering and Design phase of the bridge rehabilitation only at \$1M. The cost share for this phase of the project breaks down as follows: the New York State share is \$950K, and the City's cash match is \$50,000 for the entire project. The City's match will be appropriated from Engineering Office-A1440.405. This crucial step needs to be initiated without delay for the safety and longevity of the bridge. The city's cash match for this project phase is 5 percent or \$50,000.

According to the NYS Department of Transportation, the **South Fulton Avenue and East Third Street Bridge (Overpass)** was constructed in 1912 and has one of the worst ratings in the Hudson Valley. It has aged past repair. Safety reports conducted by the Department of Transportation had previously uncovered serious issues compromising Fulton Avenue Bridge's structural integrity, forcing its closure. These safety concerns are not to be taken lightly and require immediate attention.



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

SHAWYN PATTERSON-HOWARD

Mayor

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DAMANI L. BUSH

Commissioner

ROBERT L. HACKETT

Deputy Commissioner

We have also attached the initiation documents for the Mt. Vernon **South Fulton Avenue and East Third Street Bridge (Overpass)** Rehabilitation for your review and information.

Respectfully,

Damani Bush
Commissioner of Public Works

Attachments (2)



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

2022 NY Bridge Project
(South Fulton Avenue and East Third Street Bridge (Overpass))_funded with BFP Off-System)
Locally Administered
RESOLUTION NUMBER: _____

Authorizing the implementation and funding of the costs of a transportation project, which may be eligible for federal aid and/or state aid or reimbursement from Bridge NY funds.

WHEREAS, a project for the ***South Fulton Avenue and East Third Street Bridge (Overpass) Rehabilitation (BIN 2225220), City of Mt Vernon, Westchester County, NY*** PIN 8763.19 (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, 23CFR as amended and PUB. L. 117-58, also known as the "Bipartisan Infrastructure Law" (BIL); and

WHEREAS, the City of Mount Vernon will design, let, and construct the Project and

WHEREAS, The City of Mount Vernon desires to advance the Project by committing 5% or \$50,000 of the costs of the preliminary and detailed design work or portions thereof.

NOW, THEREFORE, The Mount Vernon City Council, duly convened, does hereby

RESOLVE that The Mount Vernon City Council hereby approves the Project, and it is hereby further

RESOLVED that The Mount Vernon City Council hereby authorizes The City of Mount Vernon to pay 5% of the cost of preliminary and detailed design work for the Project or portions thereof, with the understanding that qualified expenses may be eligible for federal aid, state aid, or reimbursement from Bridge NY funds; and it is further

RESOLVED that the sum of **\$50,000 (the City's cash match)** is hereby appropriated from Engineering Office – A1440.405 and made available to cover the cost of participation in the above phases of the Project, and it is further

RESOLVED that the Mount Vernon City Council hereby agrees that the Supervisor of the City of Mount Vernon shall be responsible for all costs of the Project which exceed the amount of federal aid, state-aid, or NY Bridge funding awarded to the City of Mount Vernon, and it is further

RESOLVED that in the event the Project costs not covered by federal aid, state aid, or NY Bridge funding exceed the amount appropriated above, the Mount Vernon City Council shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Supervisor of the City of Mount Vernon thereof, and it is further

"The Jewel of Westchester"



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

RESOLVED, that the City of Mount Vernon hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and it is further

RESOLVED that the Supervisor of the City of Mount Vernon be and is hereby authorized to execute on behalf of the City of Mount Vernon all necessary agreements, certifications, or reimbursement requests for federal aid and/or state aid with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the City of Mount Vernon's funding of Project costs and permanent financing of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and it is further

RESOLVED that The City of Mount Vernon will be responsible for all maintenance of the Project, and it is further

RESOLVED that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and it is further

RESOLVED, this Resolution shall take effect immediately.

STATE OF NEW YORK)
) SS:
COUNTY OF WESTCHESTER)

I, Tanesia M. Walters, Esq., Clerk of The City of Mount Vernon, New York, do hereby certify that I have compared the foregoing copy of this Resolution with the original on file in my office and that the same is a true and correct transcript of said original Resolution and of the whole thereof, as duly adopted by said the Mount Vernon City Council at a meeting duly called and held at Mount Vernon City Hall on June 26, 2024 by the required and necessary vote of the members to approve the Resolution.

WITNESS My Hand and the Official Seal of The City of Mount Vernon, New York, this _____ day of _____, 2024.

Clerk, The City of Mount Vernon

“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 -701

Agenda Date: 7/10/2024

Agenda #: 5.

City Council:

AN ORDINANCE AUTHORIZING THE RELEASE OF A REQUEST FOR PROPOSAL (RFP) TO ESTABLISH CITYWIDE ELECTRIC VEHICLE (EV) AND PLUG-IN HYBRID EV (PHEV) CHARGING INFRASTRUCTURE CAPABILITIES

Whereas, by letter dated June 24, 2024, the Director of Sustainability in the Department of Public Works has requested legislation authorizing the release of a Request for Proposal (RFP) to establish citywide Electric Vehicle (EV) and Plug-in Hybrid EV (PHEV) charging infrastructure capabilities in Mount Vernon; and

Whereas, the City of Mount Vernon recognizes the critical role of local governments in the development of alternative-fuel infrastructure and is committed to promoting sustainability and the adoption of clean transportation; and

Whereas, the City of Mount Vernon aims to create a robust EV charging network that supports the City's sustainability goals and provides benefits to all residents, including those in Environmental Justice and Disadvantaged communities; and

Whereas, the City of Mount Vernon is pursuing a comprehensive four-part project to develop a citywide EV charging network, which includes:

1. Comprehensive Analysis: Developing an analysis of current and projected local EV use and charging demand and gathering additional relevant information to guide the development of the charging network.

2. EV Policy Action Agenda: Planning and developing an EV Policy Action Agenda with a matrix of recommended actions and facilitating establishing a network of public and private EV charging stations on city-owned and private property throughout Mount Vernon.

3. Expedited Submissions to Consolidated Edison's PowerReady Portal: Implement expedited submissions for a select number of sites identified by the City and ensure priority service for these sites to accelerate the deployment of charging stations.

4. Funding Resources for Environmental Justice and Disadvantaged Communities: Identifying and leveraging funding resources available for Environmental Justice and Disadvantaged communities to ensure an inclusive and equitable development of the EV charging network.

Consulting Services Required: Engaging consulting services to assist with the above components, including conducting the comprehensive analysis, developing the EV Policy Action Agenda, assisting with expedited submissions to the PowerReady Portal, and identifying and securing

funding resources for Environmental Justice and Disadvantaged communities; **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 release of a Request for Proposal (RFP) to establish citywide Electric Vehicle (EV) and Plug-in Hybrid EV (PHEV) charging infrastructure capabilities in Mount Vernon.

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

1. **“EV”**: Electric Vehicle.
2. **“PHEV”**: Plug-in Hybrid Electric Vehicle.
3. **“RFP”**: Request for Proposal.
4. **“EV Charging Network”**: A network of charging stations for electric vehicles and plug-in hybrid electric vehicles.
5. **“Environmental Justice and Disadvantaged Communities”**: Communities identified as disproportionately impacted by environmental hazards and lacking equitable access to resources.

Section 3. Authorization. The City Council hereby authorizes the release of an RFP to establish citywide EV and PHEV charging infrastructure capabilities. This RFP shall encompass the following components:

1. **Comprehensive Analysis**: Develop an analysis of current and projected local EV use and charging demand and gather and present additional relevant information to guide the development of the charging network.
2. **EV Policy Action Agenda**: Plan and develop an EV Policy Action Agenda with a matrix of recommended actions and facilitate the establishment of a network of public and private EV charging stations on city-owned and private property throughout Mount Vernon.
3. **Expedited Submissions to Consolidated Edison’s PowerReady Portal**: Implement expedited submissions for a select number of sites identified by the City and ensure priority service for these sites to accelerate the deployment of charging stations.
4. **Funding Resources for Environmental Justice and Disadvantaged Communities**: Identify and leverage funding resources available for Environmental Justice and Disadvantaged communities to ensure an inclusive and equitable development of the EV charging network.
5. **Consulting Services Required**: Engage consulting services to assist with the above components, including conducting the comprehensive analysis, developing the EV

Policy Action Agenda, assisting with expedited submissions to the PowerReady Portal, and identifying and securing funding resources for Environmental Justice and Disadvantaged communities.

Section 4. Project Implementation. The City of Mount Vernon shall implement the project according to the specifications and timelines outlined in the RFP. The project will involve collaboration with relevant stakeholders, including, but not limited to, local businesses, property owners, and utility providers.

Section 5. Funding. The funding for this project shall be determined and allocated in accordance with the City's budgetary processes and guidelines. Additional funding sources, including grants and partnerships, may be pursued to support the project.

Section 6. 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 24, 2024

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

Re: Request for Permission to Release a Request for Proposal (RFP) for a Citywide Electric Vehicle Charging Infrastructure Assessment

Dear Honorable City Council Members:

I am writing to seek your approval for the release of a Request for Proposal (RFP) to establish citywide Electric Vehicle (EV) and Plug-in Hybrid EV (PHEV) charging infrastructure capabilities in Mount Vernon. Recognizing the critical role of local governments in the development of alternative-fuel infrastructure, this initiative aims to create a robust EV charging network that will support Mount Vernon's sustainability goals and promote the adoption of clean transportation.

Project Overview:

The City of Mount Vernon is pursuing a comprehensive four-part project to develop a citywide EV charging network. The project includes the following components:

1. Comprehensive Analysis:

- Develop an analysis of current and projected local EV use and charging demand.
- Gather and present additional relevant information to guide the development of the charging network.

2. EV Policy Action Agenda:

- Plan and develop an EV Policy Action Agenda with a matrix of recommended actions.
- Facilitate the establishment of a network of public and private EV charging stations on city-owned and private property throughout Mount Vernon.

3. Expedited Submissions to Consolidated Edison's PowerReady Portal:

- Implement expedited submissions for a select number of sites identified by the City.
- Ensure priority service for these sites to accelerate the deployment of charging stations.

4. Funding Resources for Environmental Justice and Disadvantaged Communities:

- Identify and leverage funding resources available for Environmental Justice and Disadvantaged communities.

- Ensure that the development of the EV charging network is inclusive and equitable, providing benefits to all residents of Mount Vernon.

Consulting Services Required:

Public Works seeks consulting services to assist with the above components. The selected consultant will be responsible for:

- Conducting the comprehensive analysis.
- Developing the EV Policy Action Agenda.
- Assisting with expedited submissions to the PowerReady Portal.
- Identifying and securing funding resources for Environmental Justice and Disadvantaged communities.

Conclusion:

The development of a citywide EV charging network is a critical step towards achieving Mount Vernon's sustainability goals. By enhancing our EV infrastructure, we can reduce greenhouse gas emissions, improve air quality, and promote the use of clean energy. I request your permission to release the RFP and initiate the process to engage a consultant for this important project.

Thank you for your consideration. I look forward to your positive response and to working together to advance Mount Vernon's sustainability initiatives.

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
Commissioner of Public Works
DLB

Cc: City Clerk
Comptroller's Office
Mayor's Office
Planning & Community Development



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
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File #: TMP -710
A

Agenda Date: 7/10/2024

Agenda #: 6 -

City Council:

AN ORDINANCE AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR VARIOUS PUBLIC WORKS CONSTRUCTION EQUIPMENT RENTALS

Whereas, by letter dated June 6, 2024, the Commissioner of the Department of Public Works has requested legislation authorizing them to advertise bids for Various Public Works Construction Equipment Rentals per the attached specifications; and

Whereas, the City of Mount Vernon recognizes the importance of equipping the Department of Public Works (DPW) with the necessary construction equipment to address emergency sewer issues promptly and efficiently; and

Whereas, having the appropriate contractors and equipment readily available in emergencies is crucial for the safety of the City’s residents and infrastructure, reducing costs and mitigating risks associated with emergencies; and

Whereas, the existing contract for equipment rentals has recently expired, necessitating the release of a new bid under the City’s procurement policy to ensure cost-effective and timely solutions; and

Whereas, the new bid will replace the standard bid summary sheet with an Itemized Unit Cost Schedule (Exhibit A) and waive the requirement for a 5% bid deposit due to the unspecified scope of work; and

Whereas, funding for the bid will be allocated from the following Budget Codes:

2024 Operating Budget Codes	A8120.405 (Outside Services), A8120.429 (Emergency Repairs)
ARPA Budget Codes	H8120.203 C-933 (Sanitary), H8140.203 C-932 (Storm)
\$5M Emergency (EFC)	H8120.203 C-934 (Sewer), H8140.203 C-935 (Storm)

, and Budget Codes **Therefore, Be It Resolved That**

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

Section 1. Purpose. The Department of Public Works is authorized to advertise bids for Various Public Works Construction Equipment Rentals per the attached specifications.

Section 2. Authorization. The Department of Public Works shall utilize the Itemized Unit Cost Schedule (Exhibit A) in the specifications and waive the 5% bid deposit requirement due to the lack of a specified scope of work.

Section 3. Funding. Funding for the bids will be allocated from the following budget codes:

2024 Operating Budget Codes	A8120.405 (Outside Services), A8120.429 (Emergency Repairs)
ARPA Budget Codes	H8120.203 C-933 (Sanitary), H8140.203 C-932 (Storm)
\$5M Emergency (EFC)	H8120.203 C-934 (Sewer), H8140.203 C-935 (Storm)

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



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

ROBERT L. HACKETT
Deputy Commissioner

June 6, 2024

Honorable City Council Members
Of the City of Mount Vernon
City Hall, Mount Vernon, New York 10550
(Through the Office of the Mayor)
RE: RFP -Various Public Works Construction Equipment Rentals

Dear Honorable City Council Members,
I am writing to formally request authorization to advertise for bids for **Various Public Works Construction Equipment Rentals** in accordance with the attached specifications. It is important that our Emergency Sewer Crew be able to address all urgent matters in a timely fashion and have all the proper equipment for the safety of the the City of Mount Vernon’s residents and its infrastructure. Coordinating the need for emergency contractors and equipment sooner, rather than later proves to be cost effective and reduces fees that are often incurred in emergency situations. In situations of eminent danger this can also reduce the risk of injury or further danger.

The existing contract has recently expired, and in accordance with the newly adopted procurement policy, we must release a new bid. To mitigate unforeseen costs that could prove to be a burden in emergency situations, the Department of Public Works recommends going out to bid to fully vet and find cost saving solutions for the City of Mount Vernon. Having the appropriate contractor and equipment on hand also eliminates having to find qualified equipment in emergency situations that can be deemed hazardous and costly to constituents.

The standard bid summary sheet shall be replaced by an Itemized Unit Cost Schedule (“Exhibit A”) existing in the specifications and therefore the requirement for a 5% bid deposit shall be waived and stricken from the specification due to a lack of a specified scope of work.

This bid will be funded by the following budget codes:

2024 Operating Budget Code	Outside services-A8120.405 Emergency Repairs-A8120.429
ARPA Budget Codes	Sanitary H8120.203C933 Storm H8140.203C932
\$5M Emergency (EFC)	Sewer-H8120.203C-934 Storm-H8140.203 C-935

Respectfully,

Damani L. Bush
Commissioner of Public Works

DB/dg
CC: Curtis Woods



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 -711
A

Agenda Date: 7/10/2024

Agenda #: 7 -

City Council:

AN ORDINANCE DECLARING AN EMERGENCY, AUTHORIZING THE REPLACEMENT OF THE HVAC SYSTEM IN THE CITY HALL 2ND FLOOR CITY COUNCIL ROOM AND AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT

Whereas, by letter dated June 28, 2024, the Commissioner of the Department of Public Works has requested legislation authorizing the declaration of an emergency at the City Hall 2nd Floor City Council Room due to the ongoing deterioration and end-of-life stage of the existing HVAC system components, which pose a health and safety risk to anyone utilizing the room and also authorizing the Mayor to enter into a contract with AMHAC Corporation of Eastchester, NY, for the replacement of the HVAC system in the City Hall 2nd Floor City Council Room at the cost of \$47,846; and authorizing the Mayor to enter into a contract with AMHAC Corporation of Eastchester, NY; and

Whereas, the existing HVAC (Heating, Ventilation, and Air Conditioning) system components in the City Hall 2nd Floor City Council Room are deteriorating and approaching the end of their expected service life, with some components installed initially between the 1950s and 1980s; and

Whereas, the current HVAC units exhibit unpredictable performance and inefficiency based on today's operational and performance standards, and have been confirmed to be on their "last leg"; and

Whereas, recent observations have shown that the remaining 5-ton rooftop unit servicing the City Council Room is entirely inoperable, resulting in no cooling or air-flow circulation within the room, which negatively affects any activities or meetings held in the space; and

Whereas, the state of the technology involved with HVAC units and indoor climate control has significantly advanced since the installation of the current units, justifying the need for their replacement; and

Whereas, the current inoperable state of the HVAC system in the City Council Room presents a very uncomfortable and health-threatening situation, particularly during the warmer weather months; and

Whereas, the Department of Public Works has solicited HVAC replacement proposals from three qualified mechanical contractors and determined that AMHAC Corporation of Eastchester, NY, which provided a proposal cost of \$47,846, should be engaged to perform the necessary repairs and replacement of the HVAC system; and

Whereas, the approved replacement equipment for this area features efficient heating

capabilities and computer-enhanced advanced cooling and control capabilities; and

Whereas, funding for this acquisition is available via “City Owned Property Capital Projects Covid & Operational Compliance” H1620.203C930; **Now, Therefore, Be It Resolved That**

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

Section 1. Declaration of Emergency. The City Council hereby declares an emergency at the City Hall 2nd Floor City Council Room due to the ongoing deterioration and end-of-life stage of the existing HVAC system components, which pose a health and safety risk to anyone utilizing the room.

Section 2. Authorization to Enter into Contract. The City Council authorizes the Mayor to enter into a contract with AMHAC Corporation of Eastchester, NY, to replace the HVAC system in the City Hall 2nd Floor City Council Room for \$47,846.

Section 3. Funding. This project will be funded by “City Owned Property Capital Projects COVID & Operational Compliance” H1620.203C930.

Section 4. Implementation and Completion. The Department of Public Works shall oversee the implementation and completion of the HVAC replacement project as soon as possible to avoid the suspension of the use of the City Council Room during the warm weather months.

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

June 28, 2024

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

Re: Declaring an Emergency Situation –City Hall Second Floor City Council Room H.V.A.C. Replacement

Dear Honorable City Council Members:

I respectfully request that an emergency be declared at the above referenced location due to on-going “Building Climate Control Systems” deterioration and components approaching “End-of -Life” stages. Some of these components originally installed decades ago from the 50’s-80’s are now adversely inefficient based on today’s operational and performance standards and are still laboring on despite having reached the end of their expected service life.

In addition to the “unpredictable performance” that the existing units exhibit, the current state of the technology involved with H.V.A.C. units and indoor climate control has advanced in “leaps & bounds” since the installation of the current existing units. These advancements alone would constitute replacement of the existing units, even if the existing units were operating at their peak performance.

A very uncomfortable and health threatening situation is currently developing in the 2nd floor city council room where the (2) 5-ton rooftop units that provide cooling to that area are now both inoperable. It has been over (5) years since the 1st unit reached the end of its service life and ceased to function. During recent roof repair work being performed throughout the City Hall roof area it was observed that the remaining (5) ton unit that serviced the City Council Room was only sporadically working and its performance at best was unpredictable. Additional observation of the unit confirmed that this remaining unit, like many of the accessory and peripheral components of this H.V.A.C. system, were on their “last leg”.

Recently during an attempt to activate the system due to increased temperatures with the onset of summer 2024, the remaining unit was found to be completely inoperable. This would result in no cooling or air-flow circulation within the Council room, which would negatively affect any activities or meetings being held within the space.

At that time, we began to solicit H.V.A.C. contractors for the purpose of mitigating the situation and avoiding the adverse interior environment that would develop. The Dept of Public Works has solicited H.V.A.C. replacement proposals from (3) qualified Mechanical contractor’s which were familiarized with the scope of work and made available to them all pertinent and influential information necessary to develop an adequate repair / replacement plan and present a comprehensive proposal detailing the necessary procedures required to accomplish it.

The (3) companies that exhibited the most understanding and competence in relation to the required tasks, and presented amicable and similar solutions are indicated here along with their associated proposal cost:

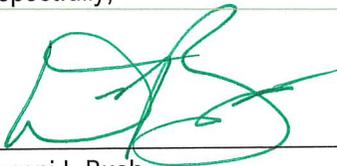
Metropolis HVAC Contractor's of Yonkers, NY.....	\$ 87,000. (Eighty-Seven Thousand dollars)
Air Source Mechanical, Inc of Mount Vernon, NY.....	\$ 68,358. (Sixty-Eight Thousand, Three-Hundred Fifty-Eight)
AMHAC Corporation of Eastchester, NY.....	\$ 47,846. (Forty-Seven Thousand, Eight-Hundred Forty-Six)

After thorough examination of the three proposals, all which proposed identical solutions that met or exceeded the requirements, it was determined that **AMHAC CORPORATION of Eastchester, NY** should be engaged and tasked to provide the materials and labor to perform the necessary repairs / replacement of the H.V.A.C. SYSTEM servicing the City Hall 2nd Floor City Council Room. It should also be noted that the approved replacement equipment for this area now features and provides efficient Heating capabilities in addition to computer enhanced advanced cooling and control capabilities.

This interior environment issue is extremely concerning and hazardous to the health and comfort to anyone utilizing the Council Room during the warmer weather months. We are respectfully requesting that this repair / replacement work be performed *“As soon as possible to avoid having to suspend use of the space during the Warm Weather months.”*

Funding for this acquisition is available via:
“City Owned Property Capital Projects Covid & Operational Compliance” H1620.203C930
If this meets with the approval of your Honorable Body, please kindly have the necessary legislation enacted.

Respectfully,



Damani L Bush
Commissioner of Public Works
DLB/jp

Attachments:

CC:



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
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File #: TMP -714
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Agenda Date: 7/10/2024

Agenda #: 8 -

City Council:

AN ORDINANCE AUTHORIZING THE AMENDMENT
OF ORDINANCE NO. 4 ADOPTED BY THE CITY
COUNCIL ON AUGUST 14, 2023, ENTITLED “AN
ORDINANCE AUTHORIZING THE MAYOR TO
AMEND THE ORIGINAL ARCADIS OF NEW YORK,
INC. AGREEMENT” FOR AN ADDITIONAL \$1,000,000

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

Section 1. The first decretal paragraph, the second paragraph, Sections 1 and 2 of Ordinance No. 4, adopted by the City Council on August 14, 2023, entitled “AN ORDINANCE AUTHORIZING THE MAYOR TO AMEND THE ORIGINAL ARCADIS OF NEW YORK AGREEMENT” [for an additional \$1,000,000] for a further extension not to exceed \$1,800,000 (term: August 10, 2023 - December 31, 2025) is hereby amended as follows:

WHEREAS, by letter dated [August 7, 2023] July 2, 2024, the Commissioner of the Department of Public Works has requested legislation authorizing the Mayor to amend the original contract executed on December 21, 2021 with Arcadis of New York, Inc. (“Arcadis”) to provide engineering services by completing outfall sampling and analysis, an Illicit Discharge Action Plan (“IDAP”), a Stormwater Management Program Plan (“SWMP Plan”), and Sewer System Evaluation Survey (“SSES”) Workplan. The proposed one-year Contract Amendment Period would commence on August 10, 2022, through August 9, 2023; and

WHEREAS, on June 16, 2022, Mayor Shawyn Patterson-Howard declared a state of emergency due to the existence of an environmental water emergency within the sanitary and storm sewer systems posing an immediate health and safety threat to humans and the environment and preventing compliance with the U.S. Clean Water Act. The City of Mount Vernon (“City”) is currently in a State of Emergency for the current public health and safety crisis that is being caused by the deterioration of the sanitary and storm sewers. Problems include sanitary sewer overflows, sewer backups into homes, flooding, illicit discharges and pipe collapses; and

WHEREAS, Arcadis has been providing engineering services for the investigation and rehabilitation of the City sewer system. Some of these services include grant assistance, technical guidance, GIS development, bid document development, water sampling, consent order review, developing sewer system evaluation documents, MS4 program assistance; and

WHEREAS, the current agreement manages crisis, the engineering services will focus on assisting the City with sanitary and stormwater sewer investigations, maintenance and repairs. Arcadis has agreed to also provide assistance in the implementation of the lead service line replacement program to include the following deliverables:

Task 1 - Meetings and correspondences

Task 2 - Grant and Financing Assistance

Task 3 - Program Management

Task 4 - Outfall 24 Sewer Investigation Field Services

Task 5 - Sewer Investigation and Rehabilitation Recommendations

Task 6 - 2024/2025 Phase 2 - Sewer Inspection and Rehabilitation RFB’s

Task 7 - As needed Engineering Services

WHEREAS, Arcadis has provided a proposal to amend their original contract for one (1) year and extend the scope of services to include: Meetings and Correspondences, Grant and Financial Assistance, Contractor On-Call services, Program Management, and As-Needed Engineering Services. Due to the extensive work outlined within the IDAP, increased flooding city-wide and overall general knowledge of the City’s Sanitary and Stormwater system by Arcadis, it would behoove the City to retain their services for efficient progress and compliance continuity; NOW, THEREFORE,

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

Section 1. The Mayor is hereby authorized to amend the original six-month contract period from December 29, 2021 - June 28, 2022 executed on December 21, 2021 with Arcadis of New York, Inc. (“Arcadis”) to provide engineering services by completing outfall sampling and analysis, an Illicit Discharge Action Plan (“IDAP”), a Stormwater Management Program Plan (“SWMP Plan”), and Sewer System Evaluation Survey (“SSES”) Workplan. The proposed one-year Contract Amendment Period would commence on August 10, 2022, through [August 9, 2023] August 9, 2025 (additional 2 years).

Section 2. [Funds for the aforesaid in an amount not to exceed [\$400,000.00] \$1,538,500, this amount includes a subcontractor allowance in the amount of \$100,000.00 for construction oversight, survey and additional CCTV inspections.

Funding for these additional services shall be expended from the following funding sources:

- \$10,000,000 - New York State Department of Environmental Conservation (“NYSDEC”) 2021 Water Quality Improvement Project (“WQIP”).
- \$1,500,000 - Environmental Protection Agency (“EPA”) Community Funding Grant.
- \$1,500,000 - U.S. Department of Housing and Urban Development (“HUD”) Community Project Funding.
- \$150,000,000 - New York State Environmental Facilities Corporation (“EFC”).
- \$500,000 New York State Environmental Facilities Corporation (“EFC”) Engineering Consultant Design Grant.
- \$75,000 NYSDEC MS4 Mapping Grant.
- ARPA - H8120.203.C933 - Sanitary Sewer Rehabilitation and Construction; H8140.203.C932 - Stormwater Sewer Rehabilitation and Flood Mitigation. (City funds will be needed in some instances to provide the upfront payment prior to reimbursement).]

Funding for these services shall be expended from the following funding sources:

- \$10,000,000 - New York State Department of Environmental Conservation (NYSDEC) 2021 Water Quality Improvement Project (WQIP)
- \$75,000 - NYSDEC MS4 Mapping Grant
- \$1,500,000 - Environmental Protection Agency (EPA) Community Funding Grant
- \$1,500,000 - U.S. Department of Housing and Urban Development (HUD) Community Project Funding
- \$500,000 - New York State Environmental Facilities Corporation (EFC) Engineering Consultant Design Grant
- \$150,000,000 - New York State Environmental Facilitates Corporation (EFC)
- ARPA - H8120.203.C933 - Sanitary Sewer Rehabilitation and Construction; H8140.203.C932 - Stormwater Sewer Rehabilitation and Flood Mitigation. (City funds will sometimes be needed to provide the upfront grant payment before reimbursement.)

TOTAL FUNDING AVAILABLE ·\$163,575,000

Section 3. Funding for this project is available via the following sources:

- (i) American Rescue Plan Act (“ARPA”) - Infrastructure: 5.5 Clean Water: Other Sewer Infrastructure - H8120.203.C933b - Consultant Engineers - \$250,000.00;
- (ii) American Rescue Plan Act (“ARPA”) Infrastructure: 5.6 Clean Water: Stormwater - H8140.203.C932b - Consultant Engineers - \$250,000.00; and
- (iii) New York State Environmental Facilities Corporation (“NYSEFC”) Grant Funding.

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

New Matter Underlined
Deleted Matter in Brackets []



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

SHAWYN PATTERSON-HOWARD
Mayor

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Mount Vernon, NY, 10550
(914) 665-2300 – Fax: (914) 665-2476

DAMANI L. BUSH
Commissioner

ROBERT L. HACKETT
Deputy Commissioner

July 2, 2024

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

**Re: Arcadis of New York, Inc., - Sewers Engineering Services – Amendment #3 to
Legislation Dated August 7, 2023 – Additional Extension Not to Exceed \$1,800,000
Term: August 10, 2023 – December 31, 2025**

Dear Honorable City Council Members:

The Department of Public Works respectfully requests a third and final extension of the emergency contract with Arcadis of New York, Inc. (“Arcadis”) to ensure uninterrupted compliance with sewer-related engineering services through December 31, 2025, at an additional total cost of \$1.8M. The City is fully prepared to back this contract extension financially, with a combination of ten (10) sewer-related grants and EFC funding facilities readily available to support sewer compliance work—more than enough to support this contract amendment, which are at **no additional cost(s) for the City**. This demonstrates our unwavering commitment to this crucial project and our financial preparedness. This amendment and funding reflect the support and coordination of The City with New York State Department of Environmental Conservation (DEC), and New York State Environmental Facilities Corporation (EFC), the principal funding and compliance authorities.

Arcadis has been providing engineering services for the City of Mount Vernon (City), most of which is to comply with the Consent Decree between the City, DEC, Environmental Protection Agency (EPA), and the Department of Justice (DOJ) regarding illicit discharges to the Bronx and Hutchinson Rivers (Case 7:18-cv-05845-CS). These compliance services include Edison Pump Station Design, acting Consent Decree Engineering Expert and Financial Expert, and the Sewer System Evaluation Survey and Illicit Discharge Action Plan implementation.

The current Arcadis agreement, a two-year agreement that began in August 2023 and will end next August 2025, is facing a critical funding limit. The remaining amount will be depleted before the end of July 2024, necessitating an immediate resolution to avoid stopping Arcadis's work. The EFC has provided funding specific to the current Arcadis scope of work with the \$1M grant titled Funding Agreement – Sewer Investigations and Repairs. However, the situation is dire, with limited funding remaining in this grant and



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DAMANI L. BUSH
Commissioner

ROBERT L. HACKETT
Deputy Commissioner

a year left on our contract. A potential gap in assistance could lead to severe violations of the Consent Decree and subsequent civil and stipulated penalties, which we all are keen to avoid.

In accordance with the City’s Procurement Policy and to increase the diversity of the vendor contractors performing sewer work, the city is planning to simultaneously develop and advertise this work in a Request for Qualifications (RFQ). A process that, with the assistance of EFC, can take up to twelve (12) months to complete. We aim to identify a quality pool of additional infrastructure engineers to complete this work. This timeline includes developing RFQ documents, advertising the RFQ, receiving consultant responses, selecting the consultant, and signing an agreement, which would overlap in 2025FY to ensure continuity and no lapse in services. However, in the interim, Arcadis, as the City’s primary engineering consultant and Financial Expert, has been implementing many of the components of the Consent Decree. A potential gap in our assistance could lead to violations of the Consent Decree and civil and stipulated penalties, making the need for immediate action clear. The challenges presented in bringing on a new Engineering consultant and the City’s reliance on Arcadis for these crucial services underscore the necessity of a contract extension to maintain continuity in our efforts to resolve our legal compliance issues.

CIVIL PENALTIES FACING THE CITY FOR NON-COMPLIANCE

The civil and stipulated penalties and a reference to the continuous retainage of an Engineering Expert and Financial Expert are as follows:

- **VII. Civil Penalty** – DEC suspended a Civil Penalty of **\$100,000** provided the Defendant does not violate any terms of the Consent Decree
- **Paragraph 39 Engineering Expert** – Defendant shall continuously retain a qualified engineering firm to assist Defendant in Meeting its MS4 Obligations and Compliance with the Consent Decree until this Decree’s termination date. Arcadis is currently engaged as an Engineering Expert.
- **Paragraph 44 Financial Expert** – Defendant shall retain continuously until the date of termination of the Decree; Defendant shall retain a qualified firm to provide technical advice, assistance, oversight, and organization to assist Defendant in procuring federal state and other funding. Arcadis is currently engaged as the Financial Expert.
- **X. Stipulated Penalties**—The Consent Decree includes penalties for violating compliance deadlines, required actions, and reporting requirements. The penalties are per violation and per day and increase with the period of non-compliance. One group of violations ranges from \$250/day/violation to \$1000/day/violation, and the second group ranges from \$500/day/violation to \$1500/day/violation.



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DEPARTMENT of PUBLIC WORKS

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DAMANI L. BUSH
Commissioner

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Deputy Commissioner

NEW ADDITIONAL REQUIREMENTS UNDER AMENDMENT #3

- Increased and robust MWBE participation in Mount Vernon Sewer remediation work for the amended contract term.
- Workforce Development Opportunities for City Residents and Youth
- Community Engagement – In accordance with Paragraph 37 of the Consent Decree – Public Education and Other Actions. Arcadis will plan and implement an aggressive community engagement plan via Public Relations firms to inform and educate Mount Vernon residents on the details of the Consent Decree and the importance of resolving the issues for the taxpayer. The plan will also inform them of the progress of the City’s plan to fix the sewers and invite local businesses and residents, including the City School District, to participate wherever possible.

ARCADIS CONTRACT BACKGROUND AND TIMELINE

The Initial Arcadis Contract

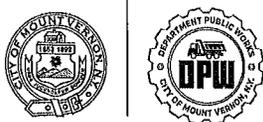
In December 2021, the City of Mount Vernon entered into a \$138,500 Agreement for Professional Engineering Services with Arcadis of New York to bring the city into compliance with its Municipal Separate Storm Sewer System (“MS-4”) General Permit. The services included the development of an Illicit Discharge Action Plan (IDAP), Outfall Sampling, a Storm Water Sampling Plan (SWMP), a sewer system Evaluation survey (SSES) Plan, a Capacity, Management, Operations, and Maintenance (CMOM) Program and to remedy issues identified to eliminate sources of pollution from unauthorized discharges to water bodies. The agreement also authorized additional services upon the city’s request.

Arcadis Amendment #1

Under the Consent Decree, on December 29, 2022, the city executed a \$400,000 amendment to the above contract totaling \$538,000. This amendment was a strategic decision to enhance our services, including, as needed, Engineering Services, Program Management, contractor-on-call Services, and Grant and Financing Assistance, to better serve the city’s stormwater compliance needs.

Arcadis Amendment #2

In response to ongoing compliance and enforcement action by New York State, on September 11, 2023, the city executed a second extension for As Needed Engineering Services, Sewer Inspection and Rehabilitation RFB, Sewer Investigation and Rehabilitation, etc. for an additional \$1M, bringing the total up to \$1,538,500.



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

SHAWYN PATTERSON-HOWARD
Mayor

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Commissioner
ROBERT L. HACKETT
Deputy Commissioner

The active two-year Arcadis contract expires in August 2025. Still, the remaining contractual remuneration is approximately \$84,000 (*as of July 2, 2024*), which is not enough to guarantee uninterrupted Consent Decree compliance, which carries heavy penalties, fines, and other enforcement actions against the city.

Amendment #3 (New)

Arcadis will continue to help manage this crisis. Generally, the engineering services will focus on assisting the city with sanitary and stormwater sewer investigations, maintenance, and repairs. It will also include assistance in implementing the lead service line replacement program. The deliverables are as follows:

- Task 1 – Meetings and Correspondences
- Task 2 – Grant and Financing Assistance
- Task 3 – Program Management
- Task 4 – Outfall 24 Sewer Investigation Field Services
- Task 5 – Sewer Investigation and Rehabilitation Recommendations
- Task 6 – 2024/2025 Phase 2 – Sewer Inspection and Rehabilitation RFB's
- Task 7 – As-Needed Engineering Services

Funding for these services shall be expended from the following funding sources:

- **\$10,000,000** – New York State Department of Environmental Conservation (NYSDEC) 2021 Water Quality Improvement Project (WQIP)
- **\$75,000** – NYSDEC MS4 Mapping Grant
- **\$1,500,000** – Environmental Protection Agency (EPA) Community Funding Grant
- **\$1,500,000** – U.S. Department of Housing and Urban Development (HUD) Community Project Funding
- **\$500,000** – New York State Environmental Facilities Corporation (EFC) Engineering Consultant Design Grant
- **\$150,000,000** – New York State Environmental Facilitates Corporation (EFC)
- ARPA – H8120.203.C933 – Sanitary Sewer Rehabilitation and Construction; H8140.203.C932 – Stormwater Sewer Rehabilitation and Flood Mitigation. (*City funds will sometimes be needed to provide the upfront grant payment before reimbursement.*)

TOTAL FUNDING AVAILABLE - \$163,575,000



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

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DAMANI L. BUSH
Commissioner
ROBERT L. HACKETT
Deputy Commissioner

Respectfully,

Damani L. Bush
Commissioner of Public Works
DB/SL

Cc: New York State Department of Environmental Conservation
New York State Environmental Facilities Corporation
Comptroller's Office
Grants & Compliance Division
Engineering Bureau
Law Department
Contract File

Attachments: Arcadis of New York – Amendment #3 Proposal
USDOJ Consent Decree – September 18, 2023

New Matter
[Deleted Matter]



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
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File #: TMP -718

Agenda Date: 7/10/2024

Agenda #: 9.

City Council:

AN ORDINANCE AUTHORIZING THE CITY OF MOUNT VERNON TO SOLICIT REQUEST FOR PROPOSALS (RFP) FOR UPGRADING THE EDISON AVENUE PUMP STATION FACILITY

Whereas, by letter dated July 2, 2024, the Commissioner of the Department of Public Works (DPW) has requested legislation authorizing the City of Mount Vernon to solicit Request for Proposals (RFP) from qualified contractors for upgrading the Edison Avenue Pump Station Facility. This includes addressing the failed pump, standby generator, and the facility's flood susceptibility; and

Whereas, the Edison Avenue Pump Station Facility is critical to the City of Mount Vernon's infrastructure and currently has a failed pump, a failed standby generator, and is susceptible to flooding, which can render the station inoperable and result in uncontrolled discharge of sewage into the environment; and

Whereas, the facility is subject to a Department of Justice (DOJ) Consent Decree requiring these issues to be addressed on or before December 31, 2024, to avoid civil and/or stipulated penalties; and

Whereas, the Commissioner of DPW has identified the urgent need to upgrade the Edison Avenue Pump Station Facility to ensure the safety, longevity, and functionality of this critical facility; and

Whereas, the Commissioner of Public Works has recommended initiating a competitive bidding process to select qualified contractors to undertake this essential task; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization to Solicit Proposals. The City Council authorizes the City of Mount Vernon to solicit Request for Proposals (RFP) from qualified contractors for upgrading the Edison Avenue Pump Station Facility. This includes addressing the failed pump, standby generator, and the facility's flood susceptibility.

Section 2. Competitive Bidding Process. The Department of Public Works is authorized and directed to prepare and advertise a comprehensive Request for Proposals (RFP) document. This document shall outline the scope of work, evaluation criteria, timeline, and other pertinent details necessary to encourage contractors to provide innovative solutions, address potential concerns, and adhere to the highest quality, safety, and efficiency standards.

Section 3. Evaluation and Selection. The Department of Public Works shall establish a transparent and unbiased evaluation committee to review the received proposals. The committee shall evaluate methodologies, pricing structures, and track records to identify the most qualified and cost-effective solution provider. The chosen contractor must demonstrate a solid reputation, relevant experience, and competitive pricing to maximize the city's value.

Section 4. Project Funding. Funding for the projects will be specified once the bidding process has concluded and the projects are awarded. The Department of Public Works will ensure that all necessary funds are allocated appropriately to support the successful completion of the upgrade.

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

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DAMANI L. BUSH
Commissioner

ROBERT L. HACKETT
Deputy Commissioner

July 2, 2024

Honorable City Council Members
Of the City of Mount Vernon
City Hall, Mount Vernon, New York 10550
(Through the Office of the Mayor)

Re: **“REQUEST FOR PROPOSAL (RFP) FOR PERFORMING UPGRADES TO THE EDISON AVENUE PUMP STATION.**

Dear Honorable City Council Members:

I, Damani L. Bush, Commissioner of Public Works, respectfully request legislation from Your Honorable Body authorizing the City of Mount Vernon to solicit proposals from qualified contractors for the essential task of upgrading the Edison Avenue Pump Station Facility. As the Commissioner of Public Works, I firmly believe that taking proactive measures to address the maintenance needs of our valuable assets is critical to ensure the safety, longevity, and functionality of this critical facility. In addition, this facility is currently subject to a Department of Justice (DOJ) Consent Decree (Order) required to be addressed on or prior to December 31, 2024 to avoid civil and/or stipulated penalties.

The existing pump station currently has one failed pump, a failed standby generator and is susceptible to flooding that can render the pump station inoperable and result in the uncontrolled discharge of sewage to the environment. Recognizing the urgency and significance of this matter, I am seeking your approval to initiate a competitive bidding process to select qualified contractor(s) who can effectively address these challenges.

By initiating this project, we aim to achieve multiple goals. Firstly, it is imperative that we maintain the safety of our buildings and ensure the protection of both the occupants and the assets housed within. Roof leaks can cause severe damage to the infrastructure, electrical systems, and other vital components of our buildings, which can ultimately lead to costly repairs and disruptions in services.

To achieve these goals effectively, it is essential to conduct a fair and competitive bidding process. Through soliciting proposals from contractors, we can evaluate different methodologies, pricing structures, and track records to identify the most qualified and cost-effective solution provider. This process will allow us to select a contractor who demonstrates a solid reputation, possesses relevant experience, and offers competitive pricing, thus maximizing value for the city.

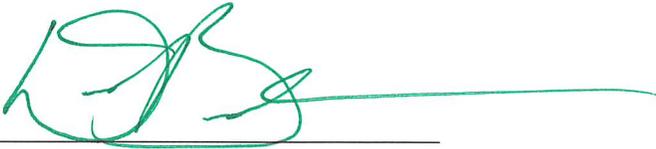
Once we receive permission to solicit proposals, we will promptly advertise a comprehensive request for proposals (RFP) document that outlines the scope of work, evaluation criteria, timeline, and other pertinent details. The RFP is designed to encourage contractors to provide innovative solutions, address any potential concerns, and adhere to the highest standards of quality, safety, and efficiency.

I assure you that the Public Works Department will be diligent in managing the bidding process and will establish a transparent and unbiased evaluation committee to review the received proposals. Our goal is to ensure that the chosen contractor is best suited to fulfill our requirements and deliver a high-quality result that meets our expectations.

Funding for these projects will be specified once the bidding process has concluded and the projects are awarded.

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

Respectfully,



Damani L. Bush
Commissioner of Public Works
DB/db

cc: Comptroller's Office Engineering Bureau 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 -719

Agenda Date: 7/10/2024

Agenda #: 10.

City Council:

AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS TO SUPPORT THE ENGINEERING AND DESIGN PHASE OF THE SOUTH FULTON AVENUE BRIDGE REHABILITATION PROJECT

Whereas, by letter dated July 3, 2024, the Commissioner of the Department of Public Works has requested legislation authorizing the transfer of \$15,000 from A5120.447 (DPW-Materials and Supplies, Bridges) to A1440.405 (DPW-Contracted Outside Services, Engineering) to support the engineering and design phase of the South Fulton Avenue Bridge rehabilitation project; and

Whereas, the South Fulton Avenue Bridge requires rehabilitation to ensure safety and longevity, with the total cost of the engineering and design phase estimated at \$1,000,000; and

Whereas, the State of New York has committed to cover \$950,000 of the project cost, leaving the City of Mount Vernon responsible for a cash match of \$50,000; and

Whereas, the City's cash match will be appropriated from the Engineering Office budget line A1440.405 (DPW - Contracted Outside Services, Engineering); and

Whereas, to fulfill the funding requirement for this project, the Department of Public Works requests authorization to transfer funds of \$15,000 from A5120.447 (DPW - Materials and Supplies, Bridges) to A1440.405 (DPW - Contracted Outside Services, Engineering); **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization of Fund Transfer. The City Council hereby authorizes the transfer of \$15,000 from A5120.447 (DPW-Materials and Supplies, Bridges) to A1440.405 (DPW-Contracted Outside Services, Engineering) to support the engineering and design phase of the South Fulton Avenue Bridge rehabilitation project.

Section 2. Use of Transferred Funds. The transferred funds will be used to meet the City's cash match requirement of \$50,000 for the South Fulton Avenue Bridge rehabilitation project. These funds will be specifically allocated to the Engineering Office budget line A1440.405 (DPW-Contracted Outside Services, Engineering).

Section 3. Project Justification. The South Fulton Avenue Bridge rehabilitation is essential to address safety concerns and structural integrity issues. This project is necessary for the community's well-being and to ensure the long-term functionality of the bridge.

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



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner
ROBERT L. HACKETT
Deputy Commissioner

July 3, 2024

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

Re: Transfer of Funds to Support Funding of South Fulton Avenue Bridge Rehabilitation Project (BIN 2225220)

Dear Honorable City Council Members,

I am writing to request your consideration of the funding of the South Fulton Avenue Bridge. The Engineering and Design phase of the bridge rehabilitation will cost \$1,000,000.00 and breaks down as follows:

The State's share is \$950K, and the City's cash match is \$50,000.00. The City's match will be appropriated from Engineering Office -A1440.405. To fulfill the funds requirement for his project, The Department of Public Works is requesting the following:

FROM		TO	
Budget Code	Amount	Budget Code	Amount
D.P.W –Materials and Supplies- A5120.447–Bridges	\$15,000.00	D.P.W. – Contracted Outside Service – A1440.405– Engineering	\$15,000.00

I respectfully request your support of this funds transfer and look forward to discussing it further during the upcoming City Council meeting. Thank you for your attention to this matter.

Respectfully,

Damani L. Bush
Commissioner of Public Works

DLB/djg

“The Jewel of Westchester”



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
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File #: TMP -708

Agenda Date: 7/10/2024

Agenda #: 11.

City Council:

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF A DONATION FROM NEW CITY PARKS FOR THE REPAIR OF MADISON PLAYGROUND SAFETY SURFACE

Whereas, by letter dated June 28, 2024, the Deputy Commissioner of the Department of Recreation has requested legislation authorizing them to accept a donation of \$5,027.80 from New City Parks towards purchasing the safety surface required to repair Madison Playground; and

Whereas, the safety surface at Madison Playground, located between Madison and Franklin Avenues in Mount Vernon, NY, is in complete disarray and needs to be replaced and repaired; and

Whereas, New City Parks (NCP), an organization dedicated to working with small cities and their underserved communities to create and enhance parks, has generously agreed to donate \$5,027.80 towards the purchase of the safety surface for Madison Playground; and

Whereas, the total cost of the safety surface material is \$10,055.60, with NCP's donation covering half of this amount and the balance of \$5,027.80 to be paid out of the City's budget line A7140.203 (Playground and Field Equipment); and

Whereas, the acceptance of this donation will facilitate the much-needed repair and revitalization of Madison Playground, contributing to the beautification and safety of our community's recreational spaces; **Now, Therefore, Be It Resolved That**

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

Section 1. Acceptance of Donation. The City of Mount Vernon and the Mount Vernon Recreation Department are hereby authorized to accept a donation of \$5,027.80 from New City Parks towards purchasing the safety surface required to repair Madison Playground.

Section 2. Deposit of Funds. The \$5,027.80 donated by New City Parks will be deposited into the City's budget line A2705.2 (Donations) and transferred to A7140.203 for vendor payment.

Section 3. Allocation of Funds. The remaining balance of \$5,027 will be paid out of budget line A7140.203 (Playground and Field Equipment).

Section 4. Use of Funds. The total of \$10,055.60 will be used towards the purchase and installation of the safety surface material at Madison Playground.

Section 5. Effective Date. This ordinance shall take effect immediately upon its approval by

the Board of Estimate & Contract.



CITY OF MOUNT VERNON, N.Y.
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

June 28, 2024

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

Re: New City Parks Donation

Honorable City Council,

The Department of Recreation requests that the City Council enact legislation to allow the City of Mount Vernon, NY, and the Mount Vernon Department of Recreation to accept a donation towards the purchase of the safety surface for the repair of Madison Playground.

Madison Playground’s safety surface is in complete disarray. It needs to be replaced and repaired. We are fortunate to have the support of New City Parks, an organization that works closely with small cities and their undeserved communities to create parks where they are most needed. They have agreed to this generous donation to begin the revitalization and beautification of our playgrounds and parks.

The total cost of the safety surface material is \$10,055.60. NCP will donate \$5,027.80 which will be deposited into A2705.2 (donations) then transferred to A7140.203 for vendor payment. The balance of \$5,027.80 will be paid out of A7140.203 (Playground and field equipment).

We appreciate your time and consideration in this matter. Thank you.

Sincerely,

Aristides Maldonado
Deputy Commissioner





City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
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VERNON, NEW YORK
10550
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File #: TMP -709

Agenda Date: 7/10/2024

Agenda #: 12.

City Council:

AN ORDINANCE AUTHORIZING A PARTNERSHIP WITH THE NEW YORK PRESBYTERIAN DIVISION OF COMMUNITY AND POPULATION HEALTH FOR COMMUNITY REVITALIZATION ACTIVITIES AT LEE O. MANN PARK

Whereas, by letter dated June 28, 2024, the Commissioner of the Department of Public Safety has requested legislation authorizing to partner with the New York Presbyterian Division of Community and Population Health to conduct community revitalization activities at Lee O. Mann Park on July 19 and July 25, 2024; and

Whereas, the Office of the Mayor, the Commissioner of Recreation of the City of Mount Vernon, NY, and the New York Presbyterian Division of Community and Population Health (NYP) seek to collaborate on community revitalization activities at Lee O. Mann Park on Sheridan Avenue; and

Whereas, NYP Division of Community and Population Health aims to encourage healthy living in an intergenerational community through various community-engaging activities in parks and green spaces; and

Whereas, NYP proposes a two-day series of events on July 19th and July 25th, 2024, to engage the community, particularly the youth, in activities that promote gross motor skills, artistic expression, and environmental awareness; and

Whereas, the first day, July 19, 2024, will feature a sidewalk chalk obstacle course for children ages 5-12, and the second day, July 25, 2024, will include artistic painting of planters and personalized flowerpot planting; and

Whereas, NYP will provide all necessary supplies for these events at no cost to the City of Mount Vernon; and

Whereas, this partnership will enhance the community's quality of life and foster a sense of pride and ownership in the park and surrounding areas; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization of Partnership. The City of Mount Vernon is authorized to partner with the New York Presbyterian Division of Community and Population Health to conduct community revitalization activities at Lee O. Mann Park on July 19 and July 25, 2024.

Section 2. Event Details.

1. On July 19, 2024, a sidewalk chalk obstacle course will be held for children ages 5-12 to engage in gross motor activities.

2. On July 25, 2024, the event will feature artistic expression activities, including painting bricks on planters and designing personalized flowerpots and plants.

Section 3. Provision of Supplies. All supplies required for the events on both days will be provided by the New York Presbyterian Division of Community and Population Health at no cost to the City of Mount Vernon.

Section 4. Implementation and Oversight. The Office of the Mayor and the Commissioner of Recreation shall oversee the implementation of the events and ensure that the activities are conducted smoothly and safely.

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.
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

June 28, 2024

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

Re: Partnership Artwork in Lee O. Mann Park

Honorable City Council Members,

This partnership, which unites the Office of the Mayor, the Commissioner of Recreation of the City of Mount Vernon, NY, and the New York Presbyterian Division of Community and Population Health (NYP), is seeking your esteemed support and sponsorship for community revitalization activities at Lee O. Mann Park on Sheridan Avenue. Your involvement is crucial to the success of this project.

NYP Division of Community and Population Health is a branch of NYP that aims to encourage healthy living in an intergenerational community. They do this in various ways, primarily by visiting community parks and green spaces. They conduct various community-engaging activities that bring attention to all the beauty.

They would like to do a two (2) day series on July 19th and 25th.

- The first day, July 19, 2024, will feature a fantastic sidewalk chalk obstacle course that engages children ages 5-12 in complete gross motor activities.
- The second day, July 25, 2024 – Artistic expression and Planting. The youth will paint the bricks on the planters in the park, design personalized flowerpots, and plant.

This event is at no cost to the City of Mount Vernon, NY, and NYP will provide all supplies. Thank you in advance for your careful consideration in this matter.

Sincerely,


Aristides Maldonado
Deputy Commissioner

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

"The Jewel of Westchester"





City of Mount Vernon, New York

Staff Report

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File #: TMP -699

Agenda Date: 7/10/2024

Agenda #: 13.

City Council:

AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS BETWEEN BUDGET LINES FUNDED THROUGH THE AMERICAN RESCUE PLAN ACT (ARPA)

Whereas, by letter dated June 19, 2024, the Commissioner of the Department of Public Safety has requested legislation authorizing the transfer of \$10,000.00 from Budget Line A3120.458ARP SDI-001 3.16 (Violence Prevention and Quality of Life Program Initiatives) to Budget Line A3120.203ARP SDI-001 3.16 (Violence Prevention and Quality of Life Equipment) to facilitate the purchase of 21 mobile computers for the Department of Public Safety; and

Whereas, the City of Mount Vernon has received funding through the American Rescue Plan Act (ARPA) to support various initiatives aimed at enhancing public safety and quality of life; and

Whereas, Budget Line A3120.458ARP SDI-001 3.16 was designated as the Violence Prevention and Quality of Life Program Initiatives Budget Line for the Department of Public Safety and funded with an amount of \$400,000; and

Whereas, Budget Line A3120.203ARP SDI-001 3.16 was designated as the Violence Prevention and Quality of Life Equipment Budget Line for the Department of Public Safety and funded with \$1,000,000; and

Whereas, the Department of Public Safety requires the purchase of 21 mobile computers to be placed within Department of Public Safety vehicles, at a total cost of \$147,039.00; and

Whereas, it is necessary to transfer funds in the amount of \$10,000.00 from Budget Line A3120.458ARP SDI-001 3.16 to Budget Line A3120.203ARP SDI-001 3.16 to facilitate this purchase; **Now, Therefore, Be It Resolved That**

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

Section 1. Purpose. The purpose of this ordinance is to authorize the transfer of funds between budget lines funded through the American Rescue Plan Act (ARPA) to facilitate the purchase of mobile computers for the Department of Public Safety.

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

1. **“ARPA”**: American Rescue Plan Act, a federal funding initiative to support state and local government response to the COVID-19 pandemic and its economic impacts.

2. **“Budget Line A3120.458ARP SDI-001 3.16”**: The Violence Prevention and Quality of Life Program Initiatives Budget Line for the Department of Public Safety.

3. **“Budget Line A3120.203ARP SDI-001 3.16”**: The Violence Prevention and Quality of Life Equipment Budget Line for the Department of Public Safety.

4. **“Department of Public Safety”**: The City of Mount Vernon Department is responsible for public safety, including the police and fire departments.

5. **“Mobile Computers”**: Tablet-style computers designed to be placed within public safety vehicles, enabling access to critical systems and data.

Section 3. Authorization to Transfer Funds. The City Council hereby authorizes the transfer of \$10,000.00 from Budget Line A3120.458ARP SDI-001 3.16 (Violence Prevention and Quality of Life Program Initiatives) to Budget Line A3120.203ARP SDI-001 3.16 (Violence Prevention and Quality of Life Equipment) to facilitate the purchase of 21 mobile computers for the Department of Public Safety.

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



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

DAVID GIBSON
POLICE COMMISSIONER

JENNIFER LACKARD
DEPUTY COMMISSIONER

MARCEL OLIFIERS
CHIEF OF OPERATIONS

SHAWYN PATTERSON - HOWARD
MAYOR

June 19, 2024

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

**Re: Request to Transfer Funds between ARPA Budget Lines
FOR APPROVAL at the July 10th, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

This letter respectfully requests the Honorable Members of the City Council to approve legislation authorizing the transfer of funds between budget lines funded through ARPA.

A3120.458ARP SDI-001 3.16 was designated as the Violence Prevention and Quality of Life Program Initiatives Budget Line for the Department of Public Safety. It was funded in the amount of \$400,000.

A3120.203ARP SDI-001 3.16 was designated as the Violence Prevention and Quality of Life Equipment Budget Line for the Department of Public Safety. It was funded in the amount of \$1,000,000. This would be the appropriate budget line to use to purchase eligible equipment.

The Department of Public Safety would like to purchase 21 mobile computers to be placed within Department of Public Safety vehicle. The total cost for the 21 mobile computers will be **\$147,039.00**. This would entail the transfer of \$10,000.00 from A3120.458ARP SDI-001 3.16 to A3120.203 ARP SDI-001 3.16.

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

Sincerely,

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
10550
& VIA
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COM/MOUNTVERNONNY

File #: TMP -698

Agenda Date: 7/10/2024

Agenda #: 14.

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH SECUREWATCH24 FOR THE PURCHASE OF 21 TABLET-STYLE MOBILE COMPUTERS FOR 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 Mayor to enter into an agreement with SecureWatch24 for the purchase of 21 tablet-style mobile computers for the Department of Public Safety to enhance operational efficiency and provide officers with critical technology in their vehicles; and

Whereas, the Department of Public Safety has equipped its fleet of marked Police vehicles, purchased in 2022, with mounts needed to place mobile computers within the cars; and

Whereas, the Department of Public Safety needs to purchase 21 tablet-style mobile computers to be placed within these mounts to enable officers to complete more paperwork while within their vehicles, thereby enhancing operational efficiency and reducing the need to return to Police Headquarters; and

Whereas, the mobile computers will allow officers to access the Department’s Computer Aided Dispatch (CAD) and Records Management Systems (RMS), both current and anticipated new systems, and will also enable access to body-worn camera and in-car video footage on evidence.com while on the street; and

Whereas, SecureWatch24 is an approved vendor by the New York State Office of General Services (NYS OGS) to provide tablet-style mobile computers, available under NYS OGS Contract PC 69031; and

Whereas, the total cost for the 21 mobile computers, including a 3-year warranty, will be \$147,039.00, which will be a one-time purchase satisfied from Budget Line A3120.203ARP SDI-001 3.16; and **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 agreement with SecureWatch24 to purchase 21 tablet-style mobile computers for the Department of Public Safety, which will enhance operational efficiency and provide officers with critical technology in their vehicles.

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

indicated:

1. **“SecureWatch24”**: The vendor approved by the New York State Office of General Services to provide tablet-style mobile computers.
2. **“Mobile Computers”**: Tablet-style computers designed for use by the Department of Public Safety in vehicles.
3. **“CAD”**: Computer Aided Dispatch.
4. **“RMS”**: Records Management Systems.
5. **“Department of Public Safety”**: The department responsible for public safety in the City of Mount Vernon.
6. **“Budget Line A3120.203ARP SDI-001 3.”6”**: The budget line allocated for this purchase.

Section 3. Authorization. The City Council hereby authorizes the Mayor to enter into an agreement with SecureWatch24 for the purchase of 21 tablet-style mobile computers for the Department of Public Safety at a total cost of \$147,039.00.

Section 4. Funding. The total cost of \$147,039.00 for the 21 mobile computers shall be satisfied from Budget Line A3120.203ARP SDI-001 3.16.

Section 5. Procurement. The mobile computers will be purchased through SecureWatch24 under the New York State Office of General Services Contract PC 69031.

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
POLICE 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, New York 10550

**Re: Request to Enter into a Contract with Securewatch24 for the Purchase of 21 Mobile Computers
FOR APPROVAL at the July 10th, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

This letter respectfully requests the Honorable Members of the City Council to approve legislation authorizing the Mayor to enter into an agreement with SecureWatch24 to purchase 21 tablet-style mobile computers (computers designed to be placed within vehicles).

SecureWatch24 is a vendor approved by the New York State Office of General Services to provide tablet-style mobile computers. The Department has equipped our fleet of marked Police vehicles that were purchased in 2022 with the mounts needed to place the computers within the cars and now needs the computers to place within the mounts.

The computers will be used to access the Department's Computer Aided Dispatch and Records Management Systems to allow the officers to be able to complete more paperwork while within the vehicle. Currently, for any officer to complete paperwork, access to the CAD and RMS has to be obtained from within Police Headquarters. The computers will be able to connect to our current CAD/RMS and will additionally be able to connect with our anticipated new CAD/RMS.

Additionally, the computers will allow the Officers to access the body worn camera and in-car video footage recorded to evidence.com while still 'on the street', something they are currently not able to do due to not having access to a mobile computer.

The 21 mobile computers are of sufficient specification that will allow for their use for years to come without becoming obsolete, as was recommended by the Commissioner of Management Services. Additionally, the computers come with a 3-year warranty.

The total cost for the 21 mobile computers will be **\$147,039.00**. This is a one-time purchase that will be satisfied from **Budget Line A3120.203ARP SDI-001 3.16**.

Note that the requested equipment is available from New York State OGS Contract PC 69031.

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

Sincerely,

A handwritten signature in black ink that reads "David Gibson". The signature is written in a cursive style with a large, prominent initial "D".

David Gibson
Commissioner of Public Safety



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
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File #: TMP -730

Agenda Date: 7/10/2024

Agenda #: 15.

City Council:

AN ORDINANCE AUTHORIZING THE TEMPORARY CLOSURE OF EASTCHESTER LANE TO HOLD A BLOCK PARTY

Whereas, by letter dated June 25, 2024, KETTY FLOYD (T.B.D.S.) has requested authorization to close Eastchester Lane between South 10th Avenue and South 11th Avenue from August 31, 2024, to September 1, 2024, from 10:00 a.m. to 10:00 p.m. to hold a block party; NOW, THEREFORE; and

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

Section 1. Authorization for Street Closure. The City Council hereby authorizes the temporary closure of Eastchester Lane between 10th and 11th Avenues from August 31, 2024, to September 1, 2024, from 10:00 a.m. to 10:00 p.m., as requested by the organization TBDS. The permission hereby granted is conditioned upon the aforesaid location being maintained, cleaned, and kept in good condition by KETTY FLOYD (T.B.D.S.) at its sole cost and expense during the said event. The permission hereby granted is further conditioned upon the maintenance, by KETTY FLOYD (T.B.D.S.), its members, and guests, of access to such streets at all times for emergency services in the event of necessity. KETTY FLOYD (T.B.D.S.) shall also be responsible for its members and guests' observance of all conditions of this ordinance.

Section 2. Express Condition. The foregoing permission is **granted** upon the express condition that KETTY FLOYD (T.B.D.S.) shall assume all liability for and will indemnify and hold the City of Mount Vernon harmless of and from any damage that may occur to persons or property because of the holding of said block party, and that KETTY FLOYD (T.B.D.S.) before acting upon this ordinance, shall file with the City Clerk and subject to approval by the Corporation Counsel, a public liability policy covering the City of Mount Vernon as additional insured with policy limits of at least \$1,000,000.00 per occurrence.

Section 3. Implementation. The Department of Public Works is directed to take all necessary steps to implement this street closure, including placing appropriate signage and barriers to ensure the safety of all attendees and the general public. "No Parking" signs will be placed 72 hours before the event.

Section 4. Public Safety Measures. The Department of Public Safety is directed to ensure that the Patrol Division provides directed patrol by the sector and that the patrol supervisor monitors the event. The patrol supervisor is authorized to hire overtime at the organizers' expense to maintain public safety. If personnel are needed to direct traffic and provide for the protection of persons and property in conjunction with said block party, KETTY FLOYD (T.B.D.S.) shall reimburse the City for the overtime costs of the number of police officers determined to be necessary for these purposes at the sole discretion of the Chief of Public Safety

Section 5. Compliance. TBDS is responsible for ensuring that the event complies with all applicable city ordinances and regulations, including any specific requirements set forth by the Department of Public Works, the Mount Vernon Fire Department, and the Department of Public Safety.

Section 6. Effective Date. This ordinance shall take effect upon filing the above-described

documents in the office of the City Clerk of Mount Vernon.

Ketty Floyd
Secretary, TBDS, Inc.
252 South 10th Ave,
Mount Vernon NY 10550

June 25th, 2024

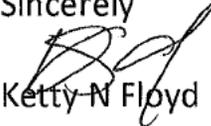
City of Mount Vernon
1 Roosevelt Square
Mount Vernon, NY

To whom it may concern

Dear Sir/Madam:

Our organization, TBDS is seeking your permission to close the street for a celebration that will celebrate the life of an illustrious figure in our religion, Sayedna Maulana al imam Hussein, (Radia llahu anhu). This year Labor Day falls on Monday September 5th. Our celebration will be from August 31st to September 1st 2024. We are therefore submitting this letter as a formal request to have Eastchester Lane between 10th and 11th Avenues closed for August 31st to September 1st 2024. The purpose is to allow children in our congregation as well as children from the neighborhood access to a traffic free street where they can play during our celebrations. We expect a maximum of 75 attendees.

We hope that the City will once again approve our request. The required insurance declaration is attached.

Sincerely

Ketty N Floyd

FILED
CITY CLERK
MOUNT VERNON, NY
2024 JUN 25 P 2:59

**CITY OF MOUNT VERNON, NEW YORK
BLOCK PARTY / SPECIAL EVENT
APPLICATION**
(Please attach additional sheets as necessary)

GENERAL INFORMATION

Applicant/Organization Name: Kelley N Floyd
Applicant/Organization Address: 252 South Tenth Ave
Event Date: 8/31/94 Rain Date: / /
Start Time: 10:00 AM/PM End Time: 10:00 AM/PM

Identify Streets to be closed (please include cross streets).
Eastchester Lane between South 10th
ave and South 11th ave.

Is parking control being requested? Yes No
If so, please describe (please be specific):
No Parking Sign Posters

Will Sound Amplification Equipment be used? Yes No
*Please Note: A Block permit does **not** include a "noise permit". Noise violations may result in citations issued to the event permit holder or responsible party if a violation occurs.*
If so, please describe (please be specific): _____

VENDING
Will merchandise be sold? Yes No Will Food/Beverage be sold? Yes No

(Please note: other permits will be required for sale of merchandise and food, for example food vendors much provide a Health Certificate or Food Handler's Permit from the Westchester County Dept. of Health)

Please list all Vendors: N/A
Name: _____ Daytime Phone Number: (____) _____ - _____
Address: _____

Name: W/A Daytime Phone Number: (____) ____-____

Address: _____

Attach additional sheets as necessary.

Please attach copies of contacts and certificates of insurance for each vendor.

Will event involve open burning? Yes No

Will event involve the use of a stage, tent or canopy? Yes No

Give details (placement, size, purpose, etc.) _____

I acknowledge that the information contained in this application is true and complete to the best of my knowledge.

Applicant Name: Ketty N Floyd

Signature of Applicant: [Signature] Date: 6/25/2024

Name Sponsoring Organization (if applicable): T.B.D.S.

Address of Applicant: 252 South 10th Ave Mt Vernon NY 10550
(Street Address/City/Zip Code)

Applicant's Position in Organization: Secretary

Applicant's Daytime Phone Number _____

REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

In consideration of the granting of a special event permit by the City of Mount Vernon ("the City") for an event that is to occur on 8/31, 2024 (date), from : am/pm to : am/pm (time) at 252 S. 10th Ave (location), the undersigned, as an individual and as Secretary (title) of T.B.D.S. (Organization holding the event) and _____

(Organization holding the event) (hereinafter the "Sponsors"), do hereby agree to indemnify and hold harmless the City of Mount Vernon, it's officers,, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees, or loss arising out of the grant of this Special Event Permit and at their sole expense and agree to bear all other costs and expenses relating thereto, and to reimburse the City for any costs incurred by the City in repairing damage due to the actions of the Sponsors and/or by the Sponsors' officers, employees or agents, or any person under the Sponsors' control. Further, the Sponsors hereby agree to defend the City, its officers, employees and agents harmless from any liability to any person or entity resulting from any damage or injury occurring in connection with the event proximately caused by the actions of the City and the Sponsors' officers, employees or agents, or any person who is under the Undersigned's control.

IN WITNESS WHEREOF, the Sponsors/Applicant(s) for the Block Party Permit
 Individual Sponsor: Event is being held by an individual.
 (Must be signed before a notary public or commissioner
 of deeds.)

Print Name: <u>Ketty N Floyd</u>
Signature: <u>[Signature]</u>
Address: <u>252 South 10th Ave.</u> <small>(Street Address/City/State/Zip Code)</small> <u>Mt Vernon NY 10550</u>
Daytime Phone Number: _____
Driver's License # & Exp. Date: Exp. Date: <u>02/28/28</u>

Signed before me in the State of New York, County of Westchester, this day of <u>June 25th</u> , 20 <u>24</u> by <u>KETTY N. FLOYD</u>
Notary Public/Commissioner of Deeds <u>[Signature]</u>
My commission Expires: <u>05/08/2025</u>

SANTIAGO DIAZ
 NOTARY PUBLIC-STATE OF NEW YORK
 No. 01D16358262
 Qualified in New York County
 My Commission Expires 05-08-2025

Sponsoring Organization: Event is being held by an organization.
 (Must be signed before a notary public or commissioner
 of deeds.)

Organization Name: <u>Tariqia Burhaniya Dissanouqui Ashazolig</u>
Print Authorized Officer's Name & Title: <u>Ketty N Floyd Secretary</u>
Signature: <u>[Signature]</u>
Address: <u>252 South Tenth Ave</u> <u>Mt Vernon</u> <small>(Street Address/City/State/Zip Code)</small> <u>NY 10550</u>
Daytime Phone Number: _____
Driver's License # & Exp. Date: Exp. Date: <u>02/28/28</u>



CITY OF MOUNT VERNON, NEW YORK
BLOCK PARTY/ SPECIAL EVENT
ADDITIONAL GUIDELINES

Below are additional guidelines that must be adhered to when hosting a Block Party or Special Event in the City of Mount Vernon, New York. These guidelines must be agreed to, signed by the event organizer, notarized and submitted with your completed application.

1. Sidewalks are to remain open to pedestrians and proper signage must be visibly in place
2. The Police Department will determine whether a police presence is needed as well as how many officers are required. The event organizers will have to pay the salary for each officer needed, 72 hours in advance. It is up to the Police Department to determine if Auxiliary Police can be used.
3. If you are requesting to use private security, each person must have a NYS Security License and show proof of being bonded. Proof for each security guard must be submitted 72 hours before event.
4. No alcohol use is permitted on city property. City Code §191-11
5. No sale of alcohol is permitted
6. If your event is in a residential area and using vendors, the vendors must set up only on one (1) side of the street and not obstruct driveways.

Kelley Od
(Event Organizer Signature)

6/25/2024
(Date)

Sworn and signed before me on the 25TH day of June, 2024

Patricia Fleming
Notary/ Commissioner of Deeds

Sept. 30, 2024
Commission expiration date

Patricia Fleming
Commissioner of Deeds
In and for the City of Mount Vernon
Commission Expires September 30, 2024



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner
ROBERT L. HACKETT
Deputy Commissioner

July 1, 2024

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

RE: Ketty Floyd TBDS Block Party

Replying to your memo regarding the T.B.D.S Block Party (Ketty Floyd) please be advised that the Department of Public Works has no objections to this event. DPW will place "No Parking" signs 72 hours prior to the event and drop barricades 24 hours in advance.

The following Streets will have closures:

Eastchester Lane, between 10th and 11th Avenue.

Best Regards,

Robert L. Hackett
Deputy Commissioner of Public Works



CITY OF MOUNT VERNON, N.Y.

Fire Department

SHAWYN PATTERSON-HOWARD
Mayor

Fire Headquarters
470 E Lincoln Ave
Mount Vernon, NY 10552
(914) 665-2611 – Fax: (914) 665-2630

Deborah M. Norman
Fire Commissioner
Theodore W. Beale Jr.
Deputy Fire Commissioner
K. Robert Odindo
Chief of Operations
Aaron Marable
Asst. Chief of Operations

June 28, 2024

Recreation Department
Comm Kathleen Walker-Pinckney

RE: Celebration of Sayedna Maulana al imam Hessein August 31, - September 1, 2024
TBDS

The Mount Vernon Fire Department has no issues with this event and the closure of Easchester Lane.

Commissioner Deborah M. Norman
Fire Department

“The Jewel of Westchester”



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



Captain Michael Goldman
 Commanding Officer

Executive Officer

Date: July 9, 2024

To: Office of the Police Commissioner

From: Commanding Officer, Support Services Division

Subject: BLOCK PARTY – (TBDS, Inc.) Eastchester Lane

At your direction, the undersigned has reviewed the attached Block Party Application submitted by Ketty Floyd. The event is scheduled for August 31 through September 1, 2024, from 10:00am to 10:00pm. The organizer requests to have Eastchester Lane between South Tenth Ave. and South Eleventh Ave. closed to vehicular traffic.

This is an annual block party, open to residents. As there have been no negative incidents in the past, the undersigned has no objections and recommends approval of this application if provisions are made to allow emergency vehicles access to the area if necessary.

The undersigned recommends,

- The Patrol Division ensures directed patrol by the sector.
- The patrol supervisor monitors the event and is authorized to hire overtime at the expense of the organizers if necessary.
- DPW place barricades at the intersections of Eastchester Lane and S. 10th Ave. and Eastchester Lane and S. 11th Ave. and place No Parking Signs at least 72hrs prior to the event.

Captain Michael Goldman
 Commanding Officer
 Support Services Division

CC: Patrol Division
Parking Bureau
Aux. PD

APPROVED
Commissioner of Public Safety



City of Mount Vernon, New York

Staff Report

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

File #: TMP -731

Agenda Date: 7/10/2024

Agenda #: 16.

City Council:

AN ORDINANCE AUTHORIZING THE TEMPORARY CLOSURE OF THE 200 BLOCK OF SOUTH 4TH AVENUE FOR THE POSITIVE TRANSITIONS ANNUAL HILLTOP COOKOUT EVENT

WHEREAS, by correspondence dated July 25, 2024, Thomas Johnson has requested to temporarily close the 200 block of South 4th Avenue at 3rd Street and South 4th Avenue to vehicular traffic for the Positive Transitions Annual Hilltop Cookout; NOW, THEREFORE,

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

Section 1. Authorization for Street Closure. The City Council hereby authorizes the temporary closure of the 200 block of South 4th Avenue at 3rd Street and South 4th Avenue to vehicular traffic for the Positive Transitions Annual Hilltop Cookout on August 3, 2024, with a rain date of August 10, 2024, from 4:00 p.m. to 10:00 p.m.

Section 2. Police Department Requirements. The Police Department is directed to hire four (4) Police Officers for the event, with the event organizers responsible for paying the salary for each officer 72 hours in advance. Four (4) Auxiliary Officers will also be utilized for traffic and crowd control. The Patrol Division will ensure that the sector directs patrol, and the patrol supervisor is authorized to hire overtime monitors at the expense of the organizers if necessary.

Section 3. Department of Public Works Requirements. The Department of Public Works is directed to place barricades at the intersections of South 4th Avenue and East 3rd Street, as well as just south of the ESU garage, and to place 'No Parking' signs on the 200 block of South 4th Avenue on both sides of the street at least 72 hours before the event. Sidewalks must remain open to pedestrians, and proper signage must be visible.

Section 4. Fire Department. The City of Mount Vernon Fire Department requests a site visit at least three (3) hours before the event opens. The purpose of this inspection is to inspect all of the fire extinguishers, electrical connections, egress paths, and any trip hazards that may be present-also, a site plan (drawing) one week before the event opening. As per NYS 2020 Fire Code Section 403.12.3.I, not fewer than two trained crowd managers and not fewer than one trained crowd manager for each 250 persons or portion thereof, shall be provided for the gathering. An inspection and permit are necessary for any **open flames or warming units before the event**. A 5lb ABC-inspected fire extinguisher shall be required at all vendors' stands and tents. In the case of gasoline, kerosene, or diesel generator(s), an inspection and permit are necessary before the event. For additional Emergency Ambulance services, notice in advance of 96 hours is required. Therefore, both an inspection and permit are necessary for any open flames or warming units before the event. In the case of gasoline, kerosene, or diesel generator(s), an inspection and permit are necessary before the event.

Section 5. Compliance with City Code. All aspects of the event must comply with the City Code, including noise levels not exceeding 65 decibels as per City Code 178-4.14 and the prohibition of alcohol use on city property according to City Code Section 191-11.

Section 6. Effective Date. This ordinance shall take effect only upon filing the above-described

documents in the office of the City Clerk of Mount Vernon.

FILED
CITY CLERK
MOUNT VERNON, NY
2024 JUN -9 P 12:54

CITY OF MOUNT VERNON, NEW YORK
BLOCK PARTY/SPECIAL EVENT
APPLICATION

(Please attach additional sheets as necessary)

GENERAL INFORMATION

Applicant/Organization Name: Positive Transitions

Applicant/Organization Address: 105 Sickles Ave #1

Event Date: 8/3/2024 Rain Date: 8/10/2024

Start Time: 4:00 AM/PM End Time: 11:00 AM/PM

Identify Streets to be closed (please include cross streets).

4th Ave & 4th Street

Is parking control being requested? Yes No
If so, please describe (please be specific):

Do parking

Will Sound Amplification Equipment be used? Yes No

Please Note: A Block permit does not include a "noise permit". Noise violations may result in citations issued to the event permit holder or responsible party if a violation occurs.

If so, please describe (please be specific): _____

VENDING

Will merchandise be sold? Yes No Will Food/Beverage be sold? Yes No

(Please note: other permits will be required for sale of merchandise and food, for example food vendors must provide a Health Certificate or Food Handler's Permit from the Westchester County Dept. of Health)

Please list all Vendors:

Name: _____ Daytime Phone Number: (____) _____ - _____

Address: _____

Name: Thomas Johnson Daytime Phone Number _____

Address: 105 Sickles Avenue _____

Attach additional sheets as necessary.

Please attach copies of contacts and certificates of insurance for each vendor.

Will event involve open burning? Yes No

Will event involve the use of a stage, tent or canopy? Yes No

Give details (placement, size, purpose, etc.) _____

I acknowledge that the information contained in this application is true and complete to the best of my knowledge.

Applicant Name: Thomas Johnson _____

Signature of Applicant: Thomas Johnson Date: / /

Name Sponsoring Organization (if applicable): Positive Transitions

Address of Applicant: 105 Sickles Avenue
(Street Address/City/Zip Code)

Applicant's Position in Organization: Owner _____

Applicant's Daytime Phone Number: _____

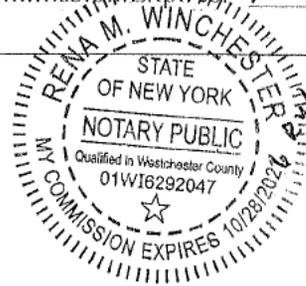
REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

In consideration of the granting of a special event permit by the City of Mount Vernon ("the City") for an event that is to occur on Aug 3, 2024 (date), from 4:02 to 6:26 am/pm to 12:00 am (time) at 4th Ave. & 4th Street (location), the undersigned, as an individual and as Owner (title) of Positive Transitions (Organization holding the event) and Hill Top Look out (Organization holding the event) (hereinafter the "Sponsors"), do hereby agree to indemnify and hold harmless the City of Mount Vernon, it's officers.. employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees, or loss arising out of the grant of this Special Event Permit and at their sole expense and agree to bear all other costs and expenses relating thereto, and to reimburse the City for any costs incurred by the City in repairing damage due to the actions of the Sponsors and/or by the Sponsors' officers, employees or agents, or any person under the Sponsors' control. Further, the Sponsors hereby agree to defend the City, its officers, employees and agents harmless from any liability to any person or entity resulting from any damage or injury occurring in connection with the event proximately caused by the actions of the City and the Sponsors' officers, employees or agents, or any person who is under the Undersigned's control.

IN WITNESS WHEREOF, the Sponsors/Applicant(s) for the Block Party Permit
Individual Sponsor: Event is being held by an individual.
(Must be signed before a notary public or commissioner
of deeds.)

Print Name: <u>Thomas Johnson</u>
Signature: <u>Thomas Johnson</u>
Address: <u>105 Sickles Avenue 10801</u> <small>(Street Address/City/State/Zip Code)</small>
Daytime Phone Number:
Driver's License # & Exp. Date: Exp. Date: <u>5/7/24</u>

Signed before me in the State of New York, County of Westchester, this day of <u>7th May, 2024</u> by <u>Rena Wincheste</u> Notary Public/Commissioner of Deeds <u>01W16292047</u> My commission expires: <u>10/28/26</u>
--



Sponsoring Organization: Event is being held by an organization.
(Must be signed before a notary public or commissioner
of deeds.)

Organization Name: <u>Positive Transitions</u>
Print Authorized Officer's Name & Title: <u>Thomas Johnson</u>
Signature: <u>Thomas Johnson</u>
Address: <u>105 Sickles Avenue</u> <small>(Street Address/City/State/Zip Code)</small>
Daytime Phone Number:
Driver's License # & Exp. Date: Exp. Date: <u> </u> / <u> </u> / <u> </u>



CITY OF MOUNT VERNON, NEW YORK
 BLOCK PARTY/ SPECIAL EVENT
 ADDITIONAL GUIDELINES

Below are additional guidelines that must be adhered to when hosting a Block Party or Special Event in the City of Mount Vernon, New York. These guidelines must be agreed to, signed by the event organizer, notarized and submitted with your completed application.

1. Sidewalks are to remain open to pedestrians and proper signage must be visibly in place
2. The Police Department will determine whether a police presence is needed as well as how many officers are required. The event organizers will have to pay the salary for each officer needed, 72 hours in advance. It is up to the Police Department to determine if Auxiliary Police can be used.
3. If you are requesting to use private security, each person must have a NYS Security License and show proof of being bonded. Proof for each security guard must be submitted 72 hours before event.
4. No alcohol use is permitted on city property. City Code §191-11
5. No sale of alcohol is permitted
6. If your event is in a residential area and using vendors, the vendors must set up only on one (1) side of the street and not obstruct driveways.

Thomas Johnson

(Event Organizer Signature)

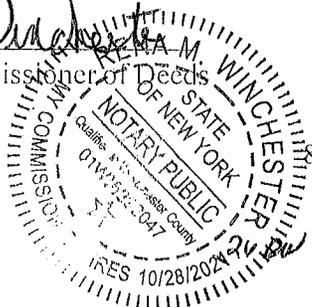
8/3/2024

(Date)

Sworn and signed before me on the 7th day of May, 2024

Rena Winchester
 Notary/ Commissioner of Deeds

10/28/2024
 Commission expiration date



3rd AV 3rd St

Police Station

260 504
DJ MUSIC

Grills

Food

4th St
4th St

blocked off
open



Joshua, Kimberly

From: KJoshua@mountvernonny.gov
Subject: FW: Hilltop Block Party

-----Original Message-----

From: Robert Hackett <rhackett@mountvernonny.gov>
Sent: Tuesday, July 9, 2024 1:25 PM
To: Joshua, Kimberly <KJoshua@mountvernonny.gov>
Subject: RE: Hilltop Block Party

DPW Approves this.

Robert Hackett, Deputy Commissioner
Department of Public Works
City of Mount Vernon, New York
Email: Rhackett@mountvernonny.gov
Phone: 914-665-2336
Cell: 914-523-6330

-----Original Message-----

From: Joshua, Kimberly <kthompson@ci.mount-vernon.ny.us>
Sent: Tuesday, July 9, 2024 1:00 PM
To: Carretta, Joe <JCarretta@mountvernonny.gov>; Ellis, Yoseuf <yellis@mountvernonny.gov>; Fountain, Phillip <PFountain@mountvernonny.gov>; Gardner, Dana <dgardner@mountvernonny.gov>; Jones, Dwayne <DWJones@mountvernonny.gov>; Robert Hackett <rhackett@mountvernonny.gov>; Beale, Teddy <TBeale@mountvernonny.gov>; debmnorman@hotmail.com; Marable, Aaron <amarable@mountvernonny.gov>; Norman, Deborah <DNorman@cmvny.com>; Odindo, Kim <KROdindo@mountvernonny.gov>; theofdmv@gmail.com; Martinez, Beverly <BMartinez@pd.ci.mount-vernon.ny.us>; ojimenez@pd.cmvny.com; rpoteat@pd.ci.mount-vernon.ny.us; s smith (ssmith@pd.ci.mount-vernon.ny.us) <ssmith@pd.ci.mount-vernon.ny.us>; Addison, Gregory <GAddison@pd.ci.mount-vernon.ny.us>; David Gibson <dgibson@pd.cmvny.com>; Goldman, Mike <MGoldman@pd.ci.mount-vernon.ny.us>; Hastings, Roy <RHastings@pd.ci.mount-vernon.ny.us>; Olifiers, Marcel <MOlifiers@pd.ci.mount-vernon.ny.us>; Roach, Juliet <JRoach@pd.ci.mount-vernon.ny.us>; Sexton, Steven <SSexton@pd.ci.mount-vernon.ny.us>
Cc: Joshua, Kimberly <KJoshua@mountvernonny.gov>
Subject: Hilltop Block Party
Importance: High

Good afternoon,

Please see the attached application. This is for tomorrow night. Due to the lateness in receiving this application, I will take email responses.

Thank you.

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

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-----Original Message-----

From: printer <printer@cmvny.com>
Sent: Tuesday, July 9, 2024 12:48 PM
To: Joshua, Kimberly <kthompson@ci.mount-vernon.ny.us>
Subject: Scanned image from MX-6580N

Reply to: CIC Printer <printer@cmvny.com> Device Name: Not Set Device Model: MX-6580N
Location: Not Set

File Format: PDF (Medium)
Resolution: 300dpi x 300dpi

Attached file is scanned image in PDF format.

Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.

Adobe(R)Reader(R) can be downloaded from the following URL:

Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries.

<http://www.adobe.com/>

Joshua, Kimberly

From: KJoshua@mountvernonny.gov
Subject: FW: Hilltop Block Party

From: Norman, Deborah <DNorman@cmvny.com>

Sent: Tuesday, July 9, 2024 1:18 PM

To: Robert Hackett <rhackett@mountvernonny.gov>; Joshua, Kimberly <KJoshua@mountvernonny.gov>; Carretta, Joe <JCarretta@mountvernonny.gov>; Ellis, Yoseuf <yellis@mountvernonny.gov>; Fountain, Phillip <PFountain@mountvernonny.gov>; Gardner, Dana <dgardner@mountvernonny.gov>; Jones, Dwayne <DWJones@mountvernonny.gov>; Beale, Teddy <TBeale@mountvernonny.gov>; debmnorman@hotmail.com; Marable, Aaron <amarable@mountvernonny.gov>; Odindo, Kim <KROdindo@mountvernonny.gov>; theofdmv@gmail.com; Martinez, Beverly <BMartinez@pd.ci.mount-vernon.ny.us>; ojimenez@pd.cmvny.com; rpoteat@pd.ci.mount-vernon.ny.us; s smith (ssmith@pd.ci.mount-vernon.ny.us) <ssmith@pd.ci.mount-vernon.ny.us>; Addison, Gregory <GAddison@pd.ci.mount-vernon.ny.us>; David Gibson <dgibson@pd.cmvny.com>; Goldman, Mike <MGoldman@pd.ci.mount-vernon.ny.us>; Hastings, Roy <RHastings@pd.ci.mount-vernon.ny.us>; Olifiers, Marcel <MOLifiers@pd.ci.mount-vernon.ny.us>; Roach, Juliet <JRoach@pd.ci.mount-vernon.ny.us>; Sexton, Steven <SSexton@pd.ci.mount-vernon.ny.us>

Subject: Re: Hilltop Block Party

The Fire Dept Approves this request
Comm Norman, FDMV

Get [Outlook for iOS](#)

From: Robert Hackett <rhackett@mountvernonny.gov>

Sent: Tuesday, July 9, 2024 1:17:07 PM

To: Joshua, Kimberly <KJoshua@mountvernonny.gov>; Carretta, Joe <JCarretta@mountvernonny.gov>; Ellis, Yoseuf <yellis@mountvernonny.gov>; Fountain, Phillip <PFountain@mountvernonny.gov>; Gardner, Dana <dgardner@mountvernonny.gov>; Jones, Dwayne <DWJones@mountvernonny.gov>; Beale, Teddy <TBeale@mountvernonny.gov>; debmnorman@hotmail.com <debmnorman@hotmail.com>; Marable, Aaron <amarable@mountvernonny.gov>; Norman, Deborah <DNorman@cmvny.com>; Odindo, Kim <KROdindo@mountvernonny.gov>; theofdmv@gmail.com <theofdmv@gmail.com>; Martinez, Beverly <BMartinez@pd.ci.mount-vernon.ny.us>; ojimenez@pd.cmvny.com <ojimenez@pd.cmvny.com>; rpoteat@pd.ci.mount-vernon.ny.us <rpoteat@pd.ci.mount-vernon.ny.us>; s smith (ssmith@pd.ci.mount-vernon.ny.us) <ssmith@pd.ci.mount-vernon.ny.us>; Addison, Gregory <GAddison@pd.ci.mount-vernon.ny.us>; David Gibson <dgibson@pd.cmvny.com>; Goldman, Mike <MGoldman@pd.ci.mount-vernon.ny.us>; Hastings, Roy <RHastings@pd.ci.mount-vernon.ny.us>; Olifiers, Marcel <MOLifiers@pd.ci.mount-vernon.ny.us>; Roach, Juliet <JRoach@pd.ci.mount-vernon.ny.us>; Sexton, Steven <SSexton@pd.ci.mount-vernon.ny.us>

Subject: RE: Hilltop Block Party

DPW Approves this.

Robert Hackett, Deputy Commissioner
Department of Public Works
City of Mount Vernon, New York
Email: Rhackett@mountvernonny.gov
Phone: 914-665-2336

Cell: 914-523-6330

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Sent: Tuesday, July 9, 2024 1:00 PM

To: Carretta, Joe <JCarretta@mountvernonny.gov>; Ellis, Yoseuf <yellis@mountvernonny.gov>; Fountain, Phillip <PFountain@mountvernonny.gov>; Gardner, Dana <dgardner@mountvernonny.gov>; Jones, Dwayne <DWJones@mountvernonny.gov>; Robert Hackett <rhackett@mountvernonny.gov>; Beale, Teddy <TBeale@mountvernonny.gov>; debmnorman@hotmail.com; Marable, Aaron <amarable@mountvernonny.gov>; Norman, Deborah <DNorman@cmvny.com>; Odindo, Kim <KROdindo@mountvernonny.gov>; theofdmv@gmail.com; Martinez, Beverly <BMartinez@pd.ci.mount-vernon.ny.us>; ojimenez@pd.cmvny.com; rpoteat@pd.ci.mount-vernon.ny.us; s smith (ssmith@pd.ci.mount-vernon.ny.us) <ssmith@pd.ci.mount-vernon.ny.us>; Addison, Gregory <GAddison@pd.ci.mount-vernon.ny.us>; David Gibson <dgibson@pd.cmvny.com>; Goldman, Mike <MGoldman@pd.ci.mount-vernon.ny.us>; Hastings, Roy <RHastings@pd.ci.mount-vernon.ny.us>; Olifiers, Marcel <MOlifiers@pd.ci.mount-vernon.ny.us>; Roach, Juliet <JRoach@pd.ci.mount-vernon.ny.us>; Sexton, Steven <SSexton@pd.ci.mount-vernon.ny.us>

Cc: Joshua, Kimberly <KJoshua@mountvernonny.gov>

Subject: Hilltop Block Party

Importance: High

Good afternoon,

Please see the attached application. This is for tomorrow night. Due to the lateness in receiving this application, I will take email responses.

Thank you.

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

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To: Joshua, Kimberly <kthompson@ci.mount-vernon.ny.us>

Subject: Scanned image from MX-6580N

Reply to: CIC Printer <printer@cmvny.com> Device Name: Not Set Device Model: MX-6580N
Location: Not Set

File Format: PDF (Medium)
Resolution: 300dpi x 300dpi

Attached file is scanned image in PDF format.

Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.

Adobe(R)Reader(R) can be downloaded from the following URL:

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<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.adobe.com%2F&data=05%7C02%7CDNorman%40cmvny.com%7C94c3fd2093584f1b370908dca03af620%7Cdaed217ea6a945459e0cb4279574e156%7C0%7C0%7C638561422318146811%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=0otMSX3J7%2BCkNJ15SGYxXKbODjW9a%2FKTaxauJ0VE7oQ%3D&reserved=0>



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



Captain Michael Goldman
 Commanding Officer

Executive Officer

Date: July 9, 2024

To: Office of the Police Commissioner

From: Commanding Officer, Support Services Division

Subject: BLOCK PARTY – Hilltop Cookout

At your direction, the undersigned has reviewed the attached Block Party Application submitted by Thomas Johnson and Positive Transitions. The event is scheduled for August 3rd, 2024, with a rain date of August 10th, 2024. The event runs from 4pm to 10 pm. The organizer requests to have the 200 block of S. 4th Ave closed at 3rd Street and S. 4th Avenue to vehicular traffic, however, the event will only take up a portion of S. 4th Avenue from Toddler Park to 4th Street. (This will allow emergency vehicles to operate throughout the event. (S. 4th Ave. ESU garage)

The application stated there will be outside speakers (as per city code 178-4.14 noise level should not exceed 65 decibel) and open burning grills (on site cooking). The applicant should obtain the appropriate permits from MVFD and DPW prior to approval of this application.

This is an annual block party that is open to the community. The organizers do not list how many people they expect to attend. In the past this event has drawn 750 to 1000 people.

The undersigned recommends,

- Hire four (4) Police Officers for the event.
- Utilize four (4) Auxiliary Officers for traffic control/crowd control.
- The Patrol Division ensures directed patrol by the sector.
- The patrol supervisor monitors the event and is authorized to hire overtime at the expense of the organizers if necessary.
- DPW place barricades at the intersections of S 4th Ave. and E. 3rd Street. Also place barricades just south of the ESU garage as an additional precaution.
- DPW to place No Parking Signs on the 200 block of south 4th Ave. on both sides of the street, at least 72hrs prior to the event.

Captain Michael Goldman
 Commanding Officer
 Support Services Division

CC: Patrol Division
 Parking Bureau
 Aux. PD

APPROVED
 Commissioner of Public Safety



City of Mount Vernon, New York

Staff Report

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

File #: TMP -732

Agenda Date: 7/10/2024

Agenda #: 17.

City Council:

***A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF MOUNT VERNON, NEW YORK RECOGNIZING AND
CELEBRATING JOHAN S. POWELL, ESQ>***

Whereas, Johan was born and raised in Harlem with a younger sister, Deirdra, by a strong mother. His mother, Mary, worked as a Registered Nurse for thirty-plus years at Lincoln Hospital in the Bronx, where she retired as Head Nurse of the ER.; and

Whereas, He attended elementary, middle, and junior high school in his Harlem neighborhood on 125th Street and Broadway. Upon graduating from high school in June 1980, he left the comfort of Harlem to attend Hofstra University in Hempstead, Long Island where he pursued a degree in Accounting and was a Dean's List student. While in college, he joined the Malik Fraternity, Inc., where he internalized the fraternity principles of Manhood, Achievement, Integrity, and Knowledge. It was at that time that Johan began his community service career. The fraternity stressed academic excellence and grassroots community activism. They donated clothes to the needy in Caribbean and African countries, had canned food drives, and brought high school students to campus to explore actual college life. He graduated from Hofstra University in 1985 with a Bachelor of Business Administration - specializing in Accounting; and

Whereas, Johan received a scholarship to attend George Washington University Law School in Washington, DC so he turned down a job offer from the number 1 accounting firm in the world, Author Andersen to attend GW Law. In law school, he continued his community service initiatives such as, working for GW's Bankruptcy Clinic assisting families in financial distress, he was also a member of the Student Admissions Committee, where he assisted students of color gain admission to GW Law School. In May 1988, Johan graduated from Law School, with a Juris Doctorate degree; and

Whereas, in 1992, he became a Prince Hall Mason when he joined St. Joseph Lodge No. 117 in Mount Vernon, New York, where he continued his community service efforts and currently serves as Senior Warden, one of the principal officers. Furthermore, Johan has served for the last five (5) years as Judge Advocate (legal counsel) to the Most Worshipful Prince Hall Grand Lodge of the State of New York. In 2018, he became a member of the A.E.A.O.N.M.S. or Prince Hall Shriners as they are also known. As part of the Shriners, he Chaired their Scholarship Committee from 2019 through 2023. During that time, the Committee awarded approximately \$16,000 worth of Scholarship dollars to 15 deserving students. He has also spearheaded Toy Drives, Can Food and Clothing Drives through the Shrine. The Shrine also provides complete turkey dinners with the "fixins" to families in Westchester County each November. Johan is currently the Illustrious Potentate of Elejmal Temple No. 185 of Ossining, New York, continuing his commitment to community service. In addition, he is also the Desert of New York's Legal Advisor. Additionally, Johan is a member of King David No. 3 Consistory 32nd Degree Scottish Rights Masonry; and

Whereas, Professionally, Mr. Powell established a successful entertainment law firm with his college fraternity brothers in the 90's and in the year 2000 he became the Managing Partner of the Law Office of Johan S. Powell, LLC. He provided legal counsel, services, and advice to individual and corporate clients, including small businesses, corporate executives, and various entertainers. He represented clients in negotiations of various contracts and agreements (i.e., employment, recording, publishing, licensing, intellectual property, and endorsement agreements, to name a few). He is currently the Deputy Corporation Counsel for the City of Mount Vernon, where he does contract negotiations, including but not limited to, the drafting and reviewing of Federal, State and Municipal contracts; defense litigation, defending the City in various personal injury and property damage lawsuits; and prosecuting defendants for Federal and State Commercial Traffic violations and City Code enforcement. He also provides legal counsel and advice to all City agencies on a variety of legal matters, including advising on School District related issues, School Board, and other education-related matters, etc.; and

Whereas, Mr. Powell was also an Adjunct Professor at Hofstra University, where he taught undergraduate students, and Bank Street College of Education (Columbia University), where he taught students in the Master's Fellowship Program. As an Adjunct Professor he taught Entertainment Law, Business Law, School Law, and Contract Law; and

Whereas, in August of 1986 he met the love of his life, Kelly, while working at the Internal Revenue Service. Kelly and Johan dated for 4 years, and in May of 1990, they tied the knot at Howard University Law Chapel in Washington, DC. They are happily married and living in Westchester County, New York; Now, Therefore, be it

RESOLVED, by the City Council of the City of Mount Vernon, NY, and many friends and family in recognition and appreciation for **JOAHN S. POWELL, ESQ.**'s outstanding service, commitment, and leadership to the citizens of the great City of Mount Vernon, NY.

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OF MOUNT VERNON, NEW YORK RECOGNIZING AND
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RESOLVED, by the City Council of the City of Mount Vernon, NY, and many friends and family in recognition and appreciation for **JOAHN S. POWELL, ESQ.**'s outstanding service, commitment, and leadership to the citizens of the great City of 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 -733

Agenda Date: 7/10/2024

Agenda #: 18.

City Council:

AN ORDINANCE AUTHORIZING COUNCILWOMAN DANIELLE BROWNE TO ATTEND THE NEW YORK STATE CONFERENCE OF MAYORS (NYCOM) FALL TRAINING SCHOOL IN SARATOGA, NY

Whereas, by letter dated July 9, 2024, the Legislative Assistant of the City Council has requested legislation authorizing Councilwoman Danielle Browne to attend the New York State Conference of Mayors (NYCOM) Fall Training School in Saratoga, NY, from September 16-20, 2024; and

Whereas, the conference provides an invaluable opportunity for Councilwoman Danielle Browne to meet with elected officials across the State and beyond, as well as to meet with Legislative representatives; and

Whereas, the total cost for Councilwoman Danielle Browne to attend the conference, including registration, lodging, food, and travel, should not exceed \$1,900; and

Whereas, the conference fee of \$510.00 should be charged to account A1010.417 (Education and Training); and

Whereas, the lodging expenses of \$884.00 (\$221 per night) should be charged to account A1010.402 (Travel Expenses); and

Whereas, the food expenses of \$298.00 should be charged to account A1010.402 (Travel Expenses); and

Whereas, the Amtrak travel expenses of \$167.00 should be charged to account A1010.402 (Travel Expenses); **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization to Attend Conference. The City Council authorizes Councilwoman Danielle Browne to attend the New York State Conference of Mayors (NYCOM) Fall Training School in Saratoga, NY, from September 16-20, 2024.

Section 2. Approval of Expenses. The total cost for Councilwoman Danielle Browne to attend the conference shall not exceed \$1,900. The expenses are to be allocated as follows:

- The conference fee of \$510.00 shall be charged to account A1010.417 (Education and Training).
- The lodging expenses of \$884.00 (\$221 per night) shall be charged to account A1010.402 (Travel Expenses).
- The food expenses of \$298.00 shall be charged to account A1010.402 (Travel Expenses).
- The Amtrak travel expenses of \$167.00 shall be charged to account A1010.402 (Travel Expenses).

Expenses).

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



CITY COUNCIL
ONE ROOSEVELT SQUARE
MOUNT VERNON, NY 10550
(914) 665-2352 FAX (914) 668-6044
www.cmvny.com

DANIELLE BROWNE, ESQ.
CITY COUNCILWOMAN
DBrowne@cmvny.com

CHAIR, STANDING COMMITTEE ON
LEGISLATION AND PUBLIC WORKS

CO-CHAIR, STANDING COMMITTEE ON
PUBLIC SAFETY AND CODES

July 9, 2024

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

Re: Requesting Permission for Councilwoman Danielle Browne to Attend the NYCOM's Fall Training School (September 16-20, 2024)

Dear Honorable Body:

This letter comes to respectfully request that City Council approve the request for Councilwoman Danielle Browne to attend the NYCOM's Fall Training School in Saratoga, NY on September 16-20, 2024.

The Conference provides an opportunity to meet with elected officials across the State and beyond, as well as to meet with Legislative representatives. The total funds that are being requested should not exceed \$1,900 for this trip. The conference fee of \$510.00 should be charged to A1010.417 (Education and Training). In addition, lodging (\$221 per night = \$884), food (\$298) and Amtrak travel (\$167.000) should be expensed to A1010.402, (Travel Expenses).

The Training School tentative agenda - [Link](#)

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

Sincerely,

Antoinette Anderson
Legislative Assistant to
The City Council



City of Mount Vernon, New York

Staff Report

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

File #: TMP -734

Agenda Date: 7/10/2024

Agenda #: 19.

City Council:

AN ORDINANCE AUTHORIZING THE BUILDINGS DEPARTMENT TO PARTNER WITH EBIZDOCS AND ICC-CDS FOR THE DIGITIZATION OF PHYSICAL PAPER DOCUMENTS AND RECORDS

Whereas, by letter dated July 10, 2024, the Commissioner of the Department of Buildings has requested legislation authorizing the Buildings Department to partner with eBizDocs and ICC-CDS to digitize physical paper documents and records; and

Whereas, the Buildings Department of the City of Mount Vernon has identified a critical need to digitize physical paper documents and records to address and remedy the department's document and record-tracking deficiencies; and

Whereas, physical paper records are highly vulnerable to damage, loss, and theft, and are susceptible to the elements; and

Whereas, the digitization of records will ensure the protection of vital documents, enhance efficiency, and comply with the city's retention policy; and

Whereas, eBizDocs, a digital content management company and an NYSID vendor, has been selected to scan, index, and organize the documents to exact specifications; and

Whereas, ICC-CDS, the Laserfiche value-added reseller (VAR) for the City of Mount Vernon's current Laserfiche system, will process and upload the scanned documents into the system; and

Whereas, the digitization project comprises six phases from ICC-CDS and six phases from eBizDocs, with each phase detailed as follows:

STAGE	VENDOR	COS T	TOTAL COST
PHASE 1	eBizDocs	\$97,6 64.48	
	ICC-CDS, LLC	\$19,6 00 .00	
			\$117,264.48

PHASE 2	eBizDocs	\$97,664.48	
	ICC-CDS, LLC	\$19,600.00	
			\$117,264.48
PHASE 3	eBizDocs	\$97,664.48	
	ICC-CDS, LLC	\$19,600.00	
			\$117,264.48
PHASE 4	eBizDocs	\$97,664.48	
	ICC-CDS, LLC	\$19,600.00	
			\$117,264.48
PHASE 5	eBizDocs	\$97,664.48	
	ICC-CDS, LLC	\$19,600.00	
			\$117,264.48
PHASE 6	eBizDocs	\$97,664.48	
	ICC-CDS, LLC	\$19,600.00	
			\$117,264.48
			\$703,586.88

Whereas, the funding source for this project is The American Rescue Plan Act (ARPA), with the Budget Code for the contract being H1680.203C927 (Technology/Digitalization/Cyber Security/Servers/Telework/Online Operations); **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization to Partner with eBizDocs and ICC-CDS. The City Council authorizes the Buildings Department to partner with eBizDocs and ICC-CDS to digitize physical paper documents and records.

Section 2. Approval of Project Phases and Costs. The total cost of \$703,586.88 for the digitization project, detailed in the phases outlined above, is hereby approved.

Section 3. Funding Source. The funding for this project shall be sourced from The American Rescue Plan Act (ARPA) under the Budget Code H1680.203C927 (Technology/Digitalization/Cyber Security/Servers/Telework/Online Operations).

Section 4. 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.cmyny.com

Patrick G. Holder, R.A.
Buildings Commissioner

July 10, 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: Document Digitalization Project

Dear Honorable City Council Members:

We're writing to address a dire need for the digitization of physical paper documents and records in the Buildings department. This will enable us to address and remedy the department's document and record tracking deficiencies while also meeting the city's retention policy in a much more efficient manner. Physical paper records are extremely vulnerable to damage, they are susceptible to the elements, loss and theft. To ensure the protection of vital records and documents, we're requesting for legislation from your honorable body to allow our department to partner with eBizDocs and ICC-CD. EBizDocs, a digital content management company which is a NYSID vendor, currently scans documents for the city. The quote attached comes directly from NYSID. eBizDocs will scan, index and organize to exact specifications. ICC-CDS will be the company responsible for processing and uploading scanned documents. ICC-CDS is the Laserfiche value-added reseller (VAR) on record for the City of Mount Vernon's current Laserfiche system. Please see ICC-CDS quote attached.

The portion of the project performed by eBizDocs will require eBizDocs to periodically pick up boxes to send out for conversion. Once the document conversion portion is completed, eBizDocs will upload the files to ICC-CDS. ICC-CDS will then process the files into Laserfiche view format and upload them into the system.

Laserfiche's intelligent data capturing, captures content and auto-classifies no matter the source. The captured data can be used to collaborate across departments and teams in one centralized, secure platform. Files can be shared securely internally and externally. Several of the other departments are going through a similar upgrade utilizing Laserfiche.

This project consists of 6 phases from ICC-CDS, LLC and 6 phases from eBizDocs. ICC-CDS, LLC is priced at \$19,600 for each phase and eBizDocs is priced at \$97,664.48 for each phase. The total for both projects is \$703,586.88. Please see the following page for the budget breakdown.

Document Digitalization Project

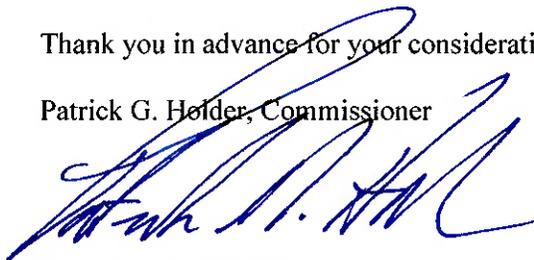
STAGE	VENDOR	COST	TOTAL COST
PHASE 1	eBizDocs	\$97,664.48	
	ICC-CDS, LLC	\$19,600	
			\$117,264.48
PHASE 2	eBizDocs	\$97,664.48	
	ICC-CDS, LLC	\$19,600	
			\$117,264.48
PHASE 3	eBizDocs	\$97,664.48	
	ICC-CDS, LLC	\$19,600	
			\$117,264.48
PHASE 4	eBizDocs	\$97,664.48	
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			\$703,586.88

The funding source for this project is The American Rescue Plan Act (ARPA). The budget code for the contract is H1680.203C927 (Technology/Digitalization/Cyber Security/Servers/Telework/Online Operations).

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.

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, NY Building Department – Phase 1

May 30, 2024



Document Management Solution

Scanned Image Indexing and Processing Services

Bruce Cadman
Senior Solutions Account Executive
Mobile: 518-441-6496
bcadman@icc-cds.com

DOCUMENT CONVERSION / PROJECT DELIVERABLES / INVESTMENT DETAIL

DOCUMENT CONVERSION PROJECT

Reference is made to the Document Scanning Proposal between eBizDocs and the **City of Mount Vernon, NY**.

PROJECT DELIVERABLES

The following deliverables are included in your project pricing.

- The document conversion services associated with the project will be performed by eBizDocs,
- Upon completion of the scanning portion of the project by eBizDocs, eBizDocs will upload the image files to ICC-CDS, LLC.
- Once received from eBizDocs, ICC-CDS, LLC will process the images into Laserfiche Viewer format and upload same onto Laserfiche system, if owned.
- ICC-CDS, LLC is not responsible for the accuracy and quality of the images (e.g., black borders, skewed images, blurry images, non-legible images, etc.), or other errors on the scanning portion provided to ICC-CDS, LLC by eBizDocs.
- ICC-CDS will index documents exactly as they appear on the original documents unless otherwise stated. ICC-CDS is not responsible for inconsistencies throughout the index data (for example, where some street suffixes may be abbreviated while others are fully spelled out).
- Laserfiche Viewer formatted documents will be provided via secure FTP link. One (1) copy of the Laserfiche Viewer can be provided on removable media, upon request.

PROJECT MANAGEMENT AND OTHER SERVICES

- Our charge includes project management and assumes that all the documents contained in this project will be imaged and provided by eBizDocs to ICC-CDS, LLC.
- Project Management will include job setup, creation of file structures and databases (as applicable) and Laserfiche Viewer containing images and data on removable media.
- Placement of the shipped documents in your repository will be performed as a courtesy service upon request.
- Schedule the placement of the documents into your Laserfiche repository by contacting our Laserfiche Helpdesk at - LFSupport@icc-cds.com

INVESTMENT DETAIL

City of Mount Vernon, NY				
	Est. of Images	Est. of Documents	Unit Price	Extended Price
Document Keying/Indexing on selected documents for population of template fields, creation of document naming and folder structure.		-		\$ -
Data Processing/Upload services on all records into Laserfiche, including applying templates and indexing to images, file naming and folder structure creation.	76,000			\$ 19,300.00
Delivery Fee per delivery for processing, copying, delivery and upload of backfile documents.		1	\$ 300.00	\$ 300.00
Project Management and other related services including job setup, creation of file structures and database (as applicable) and Laserfiche viewer containing images and data on removable media.				<i>Included in per-image price</i>
Total Indexing, Processing/Upload Pricing:				\$ 19,600.00

Our price is based upon the information set forth above and is valid for six months.

Document Indexing/Processing Specifications		
Document Type / Description	Est. of images	Est. of Documents
Building Department	76,000	2,238
Folders	SBL (on folder tab)	
Index Field(s)/Keying - Rolled/Loose Plans	SBL (on front of plan)	
Index Field(s)/Keying - Graveyard Plans	Box, Map1, Map2, etc.	
Who is Keying/Indexing	eBizDocs	
Document Naming Convention	TBD based on available index fields	
Document Organization (Folders)	TBD based on available index fields	
Comments / Special Instructions	Tag & Match file may be provided to apply additional index fields	

AUTHORIZATION & AGREEMENT

The City of Mount Vernon, hereby agrees to the procedures outlined above, to ICC-CDS, LLC's Document Management Solution Terms & Conditions which are available at [ICC-CDS terms & conditions](#) and are incorporated herein by reference as they apply to this proposal, and authorizes ICC-CDS, LLC to proceed with the project.

Payment Schedule:

ICC-CDS, LLC will invoice for processing services upon shipment of each batch of the scanned documents.

Performance Schedule:

The project will be completed within 90 days of ICC-CDS, LLC's receipt from eBizDocs of all materials necessary to complete the project.

(Client please fill out) Invoice for this Project to be sent to:

Department: _____ Contact Name: _____

CITY OF MOUNT VERNON, NY

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

ICC-CDS, LLC

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

In order to authorize the project:

1. Sign the Proposal
 2. Fax or email the Authorization & Agreement Section only to: sales@icc-cds.com • fax (585) 328-8189
 3. Mail the signed Proposal to ICC-CDS, LLC at: 781 Elmgrove Road • Rochester, NY 14624
- Upon request, ICC-CDS, LLC can mail a signed copy of this agreement back to the Municipality for its records.*

City of Mount Vernon, NY Building Department – Phase 2

May 30, 2024



Document Management Solution *Scanned Image Indexing and Processing Services*

Bruce Cadman
Senior Solutions Account Executive
Mobile: 518-441-6496
bcadman@icc-cds.com

DOCUMENT CONVERSION / PROJECT DELIVERABLES / INVESTMENT DETAIL

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- Once received from eBizDocs, ICC-CDS, LLC will process the images into Laserfiche Viewer format and upload same onto Laserfiche system, if owned.
- ICC-CDS, LLC is not responsible for the accuracy and quality of the images (e.g., black borders, skewed images, blurry images, non-legible images, etc.), or other errors on the scanning portion provided to ICC-CDS, LLC by eBizDocs.
- ICC-CDS will index documents exactly as they appear on the original documents unless otherwise stated. ICC-CDS is not responsible for inconsistencies throughout the index data (for example, where some street suffixes may be abbreviated while others are fully spelled out).
- Laserfiche Viewer formatted documents will be provided via secure FTP link. One (1) copy of the Laserfiche Viewer can be provided on removable media, upon request.

PROJECT MANAGEMENT AND OTHER SERVICES

- Our charge includes project management and assumes that all the documents contained in this project will be imaged and provided by eBizDocs to ICC-CDS, LLC.
- Project Management will include job setup, creation of file structures and databases (as applicable) and Laserfiche Viewer containing images and data on removable media.
- Placement of the shipped documents in your repository will be performed as a courtesy service upon request.
- Schedule the placement of the documents into your Laserfiche repository by contacting our Laserfiche Helpdesk at - LFSupport@icc-cds.com

INVESTMENT DETAIL

City of Mount Vernon, NY				
	Est. of Images	Est. of Documents	Unit Price	Extended Price
Document Keying/Indexing on selected documents for population of template fields, creation of document naming and folder structure.		-		\$ -
Data Processing/Upload services on all records into Laserfiche, including applying templates and indexing to images, file naming and folder structure creation.	76,000			\$ 19,300.00
Delivery Fee per delivery for processing, copying, delivery and upload of backfile documents.		1	\$ 300.00	\$ 300.00
Project Management and other related services including job setup, creation of file structures and database (as applicable) and Laserfiche viewer containing images and data on removable media.				<i>Included in per-image price</i>
Total Indexing, Processing/Upload Pricing:				\$ 19,600.00

Our price is based upon the information set forth above and is valid for six months.

Document Indexing/Processing Specifications		
Document Type / Description	Est. of images	Est. of Documents
Building Department	76,000	2,238
Folders	SBL (on folder tab)	
Index Field(s)/Keying - Rolled/Loose Plans	SBL (on front of plan)	
Index Field(s)/Keying - Graveyard Plans	Box, Map1, Map2, etc.	
Who is Keying/Indexing	eBizDocs	
Document Naming Convention	TBD based on available index fields	
Document Organization (Folders)	TBD based on available index fields	
Comments / Special Instructions	Tag & Match file may be provided to apply additional index fields	

AUTHORIZATION & AGREEMENT

The City of Mount Vernon, hereby agrees to the procedures outlined above, to ICC-CDS, LLC's Document Management Solution Terms & Conditions which are available at [ICC-CDS terms & conditions](#) and are incorporated herein by reference as they apply to this proposal, and authorizes ICC-CDS, LLC to proceed with the project.

Payment Schedule:

ICC-CDS, LLC will invoice for processing services upon shipment of each batch of the scanned documents.

Performance Schedule:

The project will be completed within 90 days of ICC-CDS, LLC's receipt from eBizDocs of all materials necessary to complete the project.

(Client please fill out) Invoice for this Project to be sent to:

Department: _____ Contact Name: _____

CITY OF MOUNT VERNON, NY

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

ICC-CDS, LLC

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

In order to authorize the project:

1. Sign the Proposal
 2. Fax or email the Authorization & Agreement Section only to: sales@icc-cds.com • fax (585) 328-8189
 3. Mail the signed Proposal to ICC-CDS, LLC at: 781 Elmgrove Road • Rochester, NY 14624
- Upon request, ICC-CDS, LLC can mail a signed copy of this agreement back to the Municipality for its records.

City of Mount Vernon, NY Building Department – Phase 3

May 30, 2024



Document Management Solution *Scanned Image Indexing and Processing Services*

Bruce Cadman
Senior Solutions Account Executive
Mobile: 518-441-6496
bcadman@icc-cds.com

DOCUMENT CONVERSION / PROJECT DELIVERABLES / INVESTMENT DETAIL

DOCUMENT CONVERSION PROJECT

Reference is made to the Document Scanning Proposal between eBizDocs and the **City of Mount Vernon, NY**.

PROJECT DELIVERABLES

The following deliverables are included in your project pricing.

- The document conversion services associated with the project will be performed by eBizDocs,
- Upon completion of the scanning portion of the project by eBizDocs, eBizDocs will upload the image files to ICC-CDS, LLC.
- Once received from eBizDocs, ICC-CDS, LLC will process the images into Laserfiche Viewer format and upload same onto Laserfiche system, if owned.
- ICC-CDS, LLC is not responsible for the accuracy and quality of the images (e.g., black borders, skewed images, blurry images, non-legible images, etc.), or other errors on the scanning portion provided to ICC-CDS, LLC by eBizDocs.
- ICC-CDS will index documents exactly as they appear on the original documents unless otherwise stated. ICC-CDS is not responsible for inconsistencies throughout the index data (for example, where some street suffixes may be abbreviated while others are fully spelled out).
- Laserfiche Viewer formatted documents will be provided via secure FTP link. One (1) copy of the Laserfiche Viewer can be provided on removable media, upon request.

PROJECT MANAGEMENT AND OTHER SERVICES

- Our charge includes project management and assumes that all the documents contained in this project will be imaged and provided by eBizDocs to ICC-CDS, LLC.
- Project Management will include job setup, creation of file structures and databases (as applicable) and Laserfiche Viewer containing images and data on removable media.
- Placement of the shipped documents in your repository will be performed as a courtesy service upon request.
- Schedule the placement of the documents into your Laserfiche repository by contacting our Laserfiche Helpdesk at - LFSupport@icc-cds.com

INVESTMENT DETAIL

City of Mount Vernon, NY				
	Est. of Images	Est. of Documents	Unit Price	Extended Price
Document Keying/Indexing on selected documents for population of template fields, creation of document naming and folder structure.		-		\$ -
Data Processing/Upload services on all records into Laserfiche, including applying templates and indexing to images, file naming and folder structure creation.	76,000			\$ 19,300.00
Delivery Fee per delivery for processing, copying, delivery and upload of backfile documents.		1	\$ 300.00	\$ 300.00
Project Management and other related services including job setup, creation of file structures and database (as applicable) and Laserfiche viewer containing images and data on removable media.				<i>Included in per-image price</i>
Total Indexing, Processing/Upload Pricing:				\$ 19,600.00

Our price is based upon the information set forth above and is valid for six months.

Document Indexing/Processing Specifications		
Document Type / Description	Est. of images	Est. of Documents
Building Department	76,000	2,238
Folders	SBL (on folder tab)	
Index Field(s)/Keying - Rolled/Loose Plans	SBL (on front of plan)	
Index Field(s)/Keying - Graveyard Plans	Box, Map1, Map2, etc.	
Who is Keying/Indexing	eBizDocs	
Document Naming Convention	TBD based on available index fields	
Document Organization (Folders)	TBD based on available index fields	
Comments / Special Instructions	Tag & Match file may be provided to apply additional index fields	

AUTHORIZATION & AGREEMENT

The City of Mount Vernon, hereby agrees to the procedures outlined above, to ICC-CDS, LLC's Document Management Solution Terms & Conditions which are available at [ICC-CDS terms & conditions](#) and are incorporated herein by reference as they apply to this proposal, and authorizes ICC-CDS, LLC to proceed with the project.

Payment Schedule:

ICC-CDS, LLC will invoice for processing services upon shipment of each batch of the scanned documents.

Performance Schedule:

The project will be completed within 90 days of ICC-CDS, LLC's receipt from eBizDocs of all materials necessary to complete the project.

(Client please fill out) Invoice for this Project to be sent to:

Department: _____ Contact Name: _____

CITY OF MOUNT VERNON, NY

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

ICC-CDS, LLC

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

In order to authorize the project:

1. Sign the Proposal
 2. Fax or email the Authorization & Agreement Section only to: sales@icc-cds.com • fax (585) 328-8189
 3. Mail the signed Proposal to ICC-CDS, LLC at: 781 Elmgrove Road • Rochester, NY 14624
- Upon request, ICC-CDS, LLC can mail a signed copy of this agreement back to the Municipality for its records.

City of Mount Vernon, NY Building Department – Phase 4

May 30, 2024



Document Management Solution *Scanned Image Indexing and Processing Services*

Bruce Cadman
Senior Solutions Account Executive
Mobile: 518-441-6496
bcadman@icc-cds.com

DOCUMENT CONVERSION / PROJECT DELIVERABLES / INVESTMENT DETAIL

DOCUMENT CONVERSION PROJECT

Reference is made to the Document Scanning Proposal between eBizDocs and the **City of Mount Vernon, NY**.

PROJECT DELIVERABLES

The following deliverables are included in your project pricing.

- The document conversion services associated with the project will be performed by eBizDocs,
- Upon completion of the scanning portion of the project by eBizDocs, eBizDocs will upload the image files to ICC-CDS, LLC.
- Once received from eBizDocs, ICC-CDS, LLC will process the images into Laserfiche Viewer format and upload same onto Laserfiche system, if owned.
- ICC-CDS, LLC is not responsible for the accuracy and quality of the images (e.g., black borders, skewed images, blurry images, non-legible images, etc.), or other errors on the scanning portion provided to ICC-CDS, LLC by eBizDocs.
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- Laserfiche Viewer formatted documents will be provided via secure FTP link. One (1) copy of the Laserfiche Viewer can be provided on removable media, upon request.

PROJECT MANAGEMENT AND OTHER SERVICES

- Our charge includes project management and assumes that all the documents contained in this project will be imaged and provided by eBizDocs to ICC-CDS, LLC.
- Project Management will include job setup, creation of file structures and databases (as applicable) and Laserfiche Viewer containing images and data on removable media.
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- Schedule the placement of the documents into your Laserfiche repository by contacting our Laserfiche Helpdesk at - LFSupport@icc-cds.com

INVESTMENT DETAIL

City of Mount Vernon, NY				
	Est. of Images	Est. of Documents	Unit Price	Extended Price
Document Keying/Indexing on selected documents for population of template fields, creation of document naming and folder structure.		-		\$ -
Data Processing/Upload services on all records into Laserfiche, including applying templates and indexing to images, file naming and folder structure creation.	76,000			\$ 19,300.00
Delivery Fee per delivery for processing, copying, delivery and upload of backfile documents.		1	\$ 300.00	\$ 300.00
Project Management and other related services including job setup, creation of file structures and database (as applicable) and Laserfiche viewer containing images and data on removable media.				<i>Included in per-image price</i>
Total Indexing, Processing/Upload Pricing:				\$ 19,600.00

Our price is based upon the information set forth above and is valid for six months.

Document Indexing/Processing Specifications		
Document Type / Description	Est. of images	Est. of Documents
Building Department	76,000	2,238
Folders	SBL (on folder tab)	
Index Field(s)/Keying - Rolled/Loose Plans	SBL (on front of plan)	
Index Field(s)/Keying - Graveyard Plans	Box, Map1, Map2, etc.	
Who is Keying/Indexing	eBizDocs	
Document Naming Convention	TBD based on available index fields	
Document Organization (Folders)	TBD based on available index fields	
Comments / Special Instructions	Tag & Match file may be provided to apply additional index fields	

AUTHORIZATION & AGREEMENT

The City of Mount Vernon, hereby agrees to the procedures outlined above, to ICC-CDS, LLC's Document Management Solution Terms & Conditions which are available at [ICC-CDS terms & conditions](#) and are incorporated herein by reference as they apply to this proposal, and authorizes ICC-CDS, LLC to proceed with the project.

Payment Schedule:

ICC-CDS, LLC will invoice for processing services upon shipment of each batch of the scanned documents.

Performance Schedule:

The project will be completed within 90 days of ICC-CDS, LLC's receipt from eBizDocs of all materials necessary to complete the project.

(Client please fill out) Invoice for this Project to be sent to:

Department: _____ Contact Name: _____

CITY OF MOUNT VERNON, NY

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

ICC-CDS, LLC

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

In order to authorize the project:

1. Sign the Proposal
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 3. Mail the signed Proposal to ICC-CDS, LLC at: 781 Elmgrove Road • Rochester, NY 14624
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City of Mount Vernon, NY Building Department – Phase 5

May 30, 2024



Document Management Solution

Scanned Image Indexing and Processing Services

Bruce Cadman
Senior Solutions Account Executive
Mobile: 518-441-6496
bcadman@icc-cds.com

DOCUMENT CONVERSION / PROJECT DELIVERABLES / INVESTMENT DETAIL

DOCUMENT CONVERSION PROJECT

Reference is made to the Document Scanning Proposal between eBizDocs and the **City of Mount Vernon, NY**.

PROJECT DELIVERABLES

The following deliverables are included in your project pricing.

- The document conversion services associated with the project will be performed by eBizDocs,
- Upon completion of the scanning portion of the project by eBizDocs, eBizDocs will upload the image files to ICC-CDS, LLC.
- Once received from eBizDocs, ICC-CDS, LLC will process the images into Laserfiche Viewer format and upload same onto Laserfiche system, if owned.
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PROJECT MANAGEMENT AND OTHER SERVICES

- Our charge includes project management and assumes that all the documents contained in this project will be imaged and provided by eBizDocs to ICC-CDS, LLC.
- Project Management will include job setup, creation of file structures and databases (as applicable) and Laserfiche Viewer containing images and data on removable media.
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- Schedule the placement of the documents into your Laserfiche repository by contacting our Laserfiche Helpdesk at - LFSupport@icc-cds.com

INVESTMENT DETAIL

City of Mount Vernon, NY				
	Est. of Images	Est. of Documents	Unit Price	Extended Price
Document Keying/Indexing on selected documents for population of template fields, creation of document naming and folder structure.		-		\$ -
Data Processing/Upload services on all records into Laserfiche, including applying templates and indexing to images, file naming and folder structure creation.	76,000			\$ 19,300.00
Delivery Fee per delivery for processing, copying, delivery and upload of backfile documents.		1	\$ 300.00	\$ 300.00
Project Management and other related services including job setup, creation of file structures and database (as applicable) and Laserfiche viewer containing images and data on removable media.				<i>Included in per-image price</i>
Total Indexing, Processing/Upload Pricing:				\$ 19,600.00

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Document Indexing/Processing Specifications		
Document Type / Description	Est. of images	Est. of Documents
Building Department	76,000	2,238
Folders	SBL (on folder tab)	
Index Field(s)/Keying - Rolled/Loose Plans	SBL (on front of plan)	
Index Field(s)/Keying - Graveyard Plans	Box, Map1, Map2, etc.	
Who is Keying/Indexing	eBizDocs	
Document Naming Convention	TBD based on available index fields	
Document Organization (Folders)	TBD based on available index fields	
Comments / Special Instructions	Tag & Match file may be provided to apply additional index fields	

AUTHORIZATION & AGREEMENT

The City of Mount Vernon, hereby agrees to the procedures outlined above, to ICC-CDS, LLC's Document Management Solution Terms & Conditions which are available at [ICC-CDS terms & conditions](#) and are incorporated herein by reference as they apply to this proposal, and authorizes ICC-CDS, LLC to proceed with the project.

Payment Schedule:

ICC-CDS, LLC will invoice for processing services upon shipment of each batch of the scanned documents.

Performance Schedule:

The project will be completed within 90 days of ICC-CDS, LLC's receipt from eBizDocs of all materials necessary to complete the project.

(Client please fill out) Invoice for this Project to be sent to:

Department: _____ Contact Name: _____

CITY OF MOUNT VERNON, NY

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

ICC-CDS, LLC

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

In order to authorize the project:

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City of Mount Vernon, NY Building Department – Phase 6

May 30, 2024



Document Management Solution *Scanned Image Indexing and Processing Services*

Bruce Cadman
Senior Solutions Account Executive
Mobile: 518-441-6496
bcadman@icc-cds.com

DOCUMENT CONVERSION / PROJECT DELIVERABLES / INVESTMENT DETAIL

DOCUMENT CONVERSION PROJECT

Reference is made to the Document Scanning Proposal between eBizDocs and the **City of Mount Vernon, NY**.

PROJECT DELIVERABLES

The following deliverables are included in your project pricing.

- The document conversion services associated with the project will be performed by eBizDocs,
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PROJECT MANAGEMENT AND OTHER SERVICES

- Our charge includes project management and assumes that all the documents contained in this project will be imaged and provided by eBizDocs to ICC-CDS, LLC.
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- Schedule the placement of the documents into your Laserfiche repository by contacting our Laserfiche Helpdesk at - LFSupport@icc-cds.com

INVESTMENT DETAIL

City of Mount Vernon, NY				
	Est. of Images	Est. of Documents	Unit Price	Extended Price
Document Keying/Indexing on selected documents for population of template fields, creation of document naming and folder structure.		-		\$ -
Data Processing/Upload services on all records into Laserfiche, including applying templates and indexing to images, file naming and folder structure creation.	76,000			\$ 19,300.00
Delivery Fee per delivery for processing, copying, delivery and upload of backfile documents.		1	\$ 300.00	\$ 300.00
Project Management and other related services including job setup, creation of file structures and database (as applicable) and Laserfiche viewer containing images and data on removable media.				<i>Included in per-image price</i>
Total Indexing, Processing/Upload Pricing:				\$ 19,600.00

Our price is based upon the information set forth above and is valid for six months.

Document Indexing/Processing Specifications		
Document Type / Description	Est. of images	Est. of Documents
Building Department	76,000	2,238
Folders	SBL (on folder tab)	
Index Field(s)/Keying - Rolled/Loose Plans	SBL (on front of plan)	
Index Field(s)/Keying - Graveyard Plans	Box, Map1, Map2, etc.	
Who is Keying/Indexing	eBizDocs	
Document Naming Convention	TBD based on available index fields	
Document Organization (Folders)	TBD based on available index fields	
Comments / Special Instructions	Tag & Match file may be provided to apply additional index fields	

AUTHORIZATION & AGREEMENT

The City of Mount Vernon, hereby agrees to the procedures outlined above, to ICC-CDS, LLC's Document Management Solution Terms & Conditions which are available at [ICC-CDS terms & conditions](#) and are incorporated herein by reference as they apply to this proposal, and authorizes ICC-CDS, LLC to proceed with the project.

Payment Schedule:

ICC-CDS, LLC will invoice for processing services upon shipment of each batch of the scanned documents.

Performance Schedule:

The project will be completed within 90 days of ICC-CDS, LLC's receipt from eBizDocs of all materials necessary to complete the project.

(Client please fill out) Invoice for this Project to be sent to:

Department: _____ Contact Name: _____

CITY OF MOUNT VERNON, NY

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

ICC-CDS, LLC

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

In order to authorize the project:

1. Sign the Proposal
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**Document Scanning Proposal
for
City of Mount Vernon, NY
Building Department - Phase 1**

May 24, 2024

**Submitted By:
Nick DeBenedetto
Business Development Manager - eBizDocs, Inc.
(518) 456-1011 | ndebenedetto@ebizdocs.com**

Statement of Services

Scope of Work

1.0 OBJECTIVE

The objective of this proposal is to provide preparation and scanning of the following files for the City of Mount Vernon:

- Building Department

The project will be converted in our Menands, New York production facility according to the requirements detailed in this Statement of Work.

EBizDocs, Inc. (EBIZ) will work closely with the designated representatives from the City of Mount Vernon throughout the term of this project to provide for a smooth, timely, confidential and successful partnership.

2.0 SUMMARY OF CONTENTS

The following sections are included in this SOW:

- Production Contacts
- Pickup and Delivery
- Conversion Services
- Transmission of Images
- Post Scan Indexing
- Delivery and File Back-up
- Facility, Production and QC Overview
- Pricing Schedules

3.0 PRODUCTION CONTACTS

The conversion will be managed by a team consisting of the following EBIZ individuals, who will be responsible for completion of production activities.

- | | |
|---|------------------------------|
| 1. Kara Heniges
(518) 456-1011 ext. 1020 | Project Manager |
| 2. Ken Major
(518) 456-1011 ext. 1019 | Network Systems Analyst |
| 3. Nick DeBenedetto
(518) 495-8655 | Business Development Manager |

4.0 PROJECT PICKUP AND DELIVERY SCHEDULES

The City of Mount Vernon will box all records for pick-up by driver and delivery to EBIZ's production facility in Menands. Shipment dates, schedules and volume of boxes to be determined.

Based upon the supplied image volumes, EBIZ anticipates the production time on a typical pick-up to be 120 to 180 days from the date of pick-up.

5.0 DOCUMENT PREPARATION

Document preparation will be needed to remove staples, paperclips, sticky notes and documents from the paper prior to scanning and will be completed by EBIZ.

- Some maps are fragile, damaged and may require further prep and/or repair and will be charged according to the severely damaged price point.
- Items will not be placed back into folders/subfolders but kept in the scan batch format after scanning.
- Any documents with mold will not be scanned.

6.0 CONVERSION SERVICES

- All documents, both small and large, will be scanned on state-of-the-art high-speed scanners and large format scanners to multi page 300 DPI, black & white, TIFF files
- Grand total number of building folders is 11,400 (as per Bldg. Dept, Mt. Vernon)
- Number of large per folder is 15 (as per Bldg. Dept, Mt. Vernon)
- Residential and Commercial folders do not need to be listed separately, combine them (as per Bldg. Dept, Mt. Vernon)
- Do not scan folders
- There is no color required on small format (up to 11x17) or large (over 11x17) documents
- EBIZ will scan files in the order received
- All contents of folder will be captured
- Blueprints only (large format blueprints), must have both front and back captured, all other plans will have fronts scanned only, regardless of writing/notes on back
- Maps/Plans from “Graveyard” are extremely damaged, fragile, many are dirty, and some contain mold. Dirt will be removed from plans prior to scanning.
- EBIZ will not scan moldy documents and those with mold will be returned unscanned.

EBIZ is not able to improve the quality of a poor original. If poor quality originals are found, a “Best Image Available” document may be scanned prior to the original imaged document.

7.0 INDEXING/FILE NAMING

Indexing will be completed according to the criteria listed below:

- Residential and Commercial Folders and Rolled/Loose Plans:
 - SBL: Located on folder tab of folder/ front of plan for loose & rolled plans
 - Indexing information for Section, Block and Lot will be taken from readable Barcodes on file folders. A tag and match file may be provided to apply additional index fields.
- Graveyard plans: index by box, then map1, map2, etc.

EBIZ will provide a POC of the images and directory formats for approval by the City of Mount Vernon prior to entering into production.

7.0 TRANSMISSION OF IMAGES

EBIZ will send the images SFTP to their preferred platform and all records will be returned to the City of Mount Vernon. EBIZ will securely transmit images to the required location.

8.0 IMAGE RETRIEVALS DURING PRODUCTION

While the Records are at EBIZ during production, a process will be determined for easy access to the images when requested. Requests by Authorized Representatives from the City of Mount Vernon can be made and delivered via email. Retrievals will be returned within a maximum of 72 hours from the receipt of the request. The cost is \$19.00 for each retrieval.

Retrieval: One record pulled from one file = one retrieval. All FedEx, USPS, UPS, or other ground service costs incurred are not part of this pricing structure and will be billed accordingly.

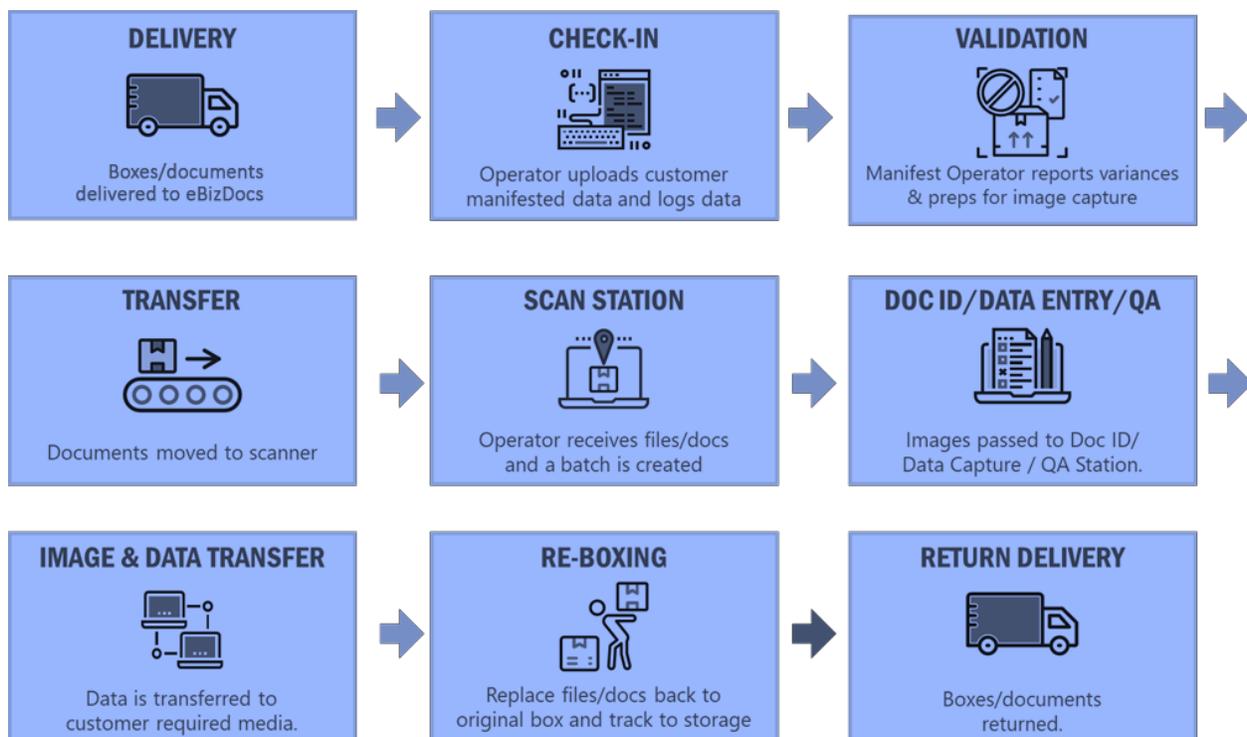
9.0 SERVICE LEVEL AND RETENTION

Documents will be returned to the City of Mount Vernon once scanning is complete.

Production Planning and Process Control Activities

The Production phase commences with the transfer of project knowledge from Ramp up to production personnel through systematic training. A team of cross-functional personnel carries out the production activities. This team is dedicated to meet the customers' requirement in terms of quality, timeliness and other deliverables. The cross-functional team contains expertise for document preparation, conversion instruction, ramp up, software, and production planning activities.

The initial activity in the production phase is the creation of the project management/implementation plan that describes the quality objectives, the project deliverables, project schedules, resource requirements, training schedules, risk assessment, risk mitigation plans and individual responsibilities towards meeting the project targets and deliverables.



The following are examples of quality measures within the project:

Document Preparation - Paper Audit (If warranted)

- EBIZ will insert a “File Level” barcode sheet as well as “Document Type” barcode labels on the various document types within the file.
- Paper files will be audited to validate the document preparation process is complete and accurate prior to being sent to the scanning area.

Scanning – Attended Mode QC

- Scan in “Attended Mode” to assure that the best quality image is rendered
- Visually inspects each image as it is captured and interrupt scanning if any issues that comprise image quality are detected such as double feeds, folded corners, light images, dark images etc.
- While attended mode scanning is slower than unattended scanning, it provides the first line of image quality control and avoids re-scanning documents.
- EBIZ utilizes auto-blank page deletion when dropping the back side/page of a paper document with no content. This process is over 99% effective/accurate provided the backs are clean of smudges and darkened areas. With this process, backs with content will not be deleted but backs that have content, dark areas, or smudges will remain and be part of the image transfer stream.

Image Clean-up Processes

- Image processing includes de-skew, de-speckle, black border removal and crop.
- EBIZ utilizes state of the art production scanners and image processing technologies to render the best possible electronic document images comparable to the quality of the original documents.
- Set-up entails scanner adjustments to assure the accurate and complete capture of the documents.

Post Scan Automated QC

- QC steps are looking for a corrupt image, large image file size, etc.
- In addition, other steps are typically introduced which may include:
- Manually review blank backs and delete.

Post Scan Visual QC

- After the automated QC has completed, a QC operator will perform visual QC of images and data prior to sending the batch to “Release”. This is a random effort after all errors in the process have been corrected.

Workflow QC

- If discrepancies are found within a batch in any step of the conversion process, then the entire batch is directed to Quality Control Module and re-processed to correct identified issues.

Post Release QC

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

**Project Pricing Detail
City of Mount Vernon, Building Department
Phase 1**

Mt Vernon									
Building Department - Phase 1									
DESCRIPTION	Property		<= 8.5 X14	Over 85.X14	Small Per	Plans per	Per Keystroke	Per Round	Estimated
	Boxes	Folders	Images	to E Size Images	Image Cost	Image Cost	Cost	Trip	Cost
Residential and Commercial Folders	92	1,900	76,000	28,500	\$0.135	\$2.49			\$ 81,225.00
Loose Plans	3	188		2,817		\$2.49			\$ 7,014.33
Graveyard (severely damaged plans)	5	150		2,293		\$3.65			\$ 8,369.45
Indexing		2,238					0.015		\$ 335.70
Transportation (round trip)								\$360	\$ 720.00
Totals	100	2,238	76,000	33,610					\$ 97,664.48

Above is the complete list of services priced in this agreement. Other services required and not outlined in this enclosure should not be implied.

Pricing is based on the quantities listed in this proposal. If the images are more or less than 10% of the assumed quantities, the per-image price is subject to change based on the number of images actually submitted.

EBIZ expects documents to be in orderly condition, not damaged by water or other contaminants, with easily identifiable index fields and light to medium prep of documents. If these conditions do not exist, boxes may be rejected, or price increase may apply.

Invoices are due and payable thirty (30) days upon receipt. CUSTOMER shall be billed for and shall be responsible for paying all federal, state, county, local or other excise, sales or use taxes in connection with the provision of the Services as outlined in the SOW.

If CUSTOMER disagrees with an invoice, CUSTOMER shall timely pay that portion of the invoiced amount not in dispute and, within five (5) days of the due date, deliver written notice to EBIZ, specifying the basis of CUSTOMER's dispute. If, within ten (10) days of CUSTOMER's written notice, the parties cannot agree, EBIZ and CUSTOMER shall have the right to resort to any legal or equitable remedies available to them under law in order to finally resolve the dispute.

The parties agree that each party's liability in connection with or arising out of or pursuant to this agreement shall in no event exceed the amount of the charges hereunder for the respective services rendered. EBIZ makes no warranties regarding services or materials provided by it or by others (including, without limitation, implied warranties as to merchantability, fitness for a particular purpose, or warranties against infringement of any patent), either expressed or implied, except as provided herein, neither party shall be liable for any special, indirect, incidental or consequential damages in connection with or arising out of the furnishing, performance, or use of services and supplies hereunder, and shall have no other responsibility or liability with respect to any services or supplies provided hereunder except as is specifically set forth in this agreement.



Document Scanning Proposal
for
City of Mount Vernon, NY
Building Department - Phase 4

May 28, 2024

Submitted By:
Nick DeBenedetto
Business Development Manager - eBizDocs, Inc.
(518) 456-1011 | ndebenedetto@ebizdocs.com

Statement of Services

Scope of Work

1.0 OBJECTIVE

The objective of this proposal is to provide preparation and scanning of the following files for the City of Mount Vernon:

- Building Department

The project will be converted in our Menands, New York production facility according to the requirements detailed in this Statement of Work.

EBizDocs, Inc. (EBIZ) will work closely with the designated representatives from the City of Mount Vernon throughout the term of this project to provide for a smooth, timely, confidential and successful partnership.

2.0 SUMMARY OF CONTENTS

The following sections are included in this SOW:

- Production Contacts
- Pickup and Delivery
- Conversion Services
- Transmission of Images
- Post Scan Indexing
- Delivery and File Back-up
- Facility, Production and QC Overview
- Pricing Schedules

3.0 PRODUCTION CONTACTS

The conversion will be managed by a team consisting of the following EBIZ individuals, who will be responsible for completion of production activities.

- | | |
|---|------------------------------|
| 1. Kara Heniges
(518) 456-1011 ext. 1020 | Project Manager |
| 2. Ken Major
(518) 456-1011 ext. 1019 | Network Systems Analyst |
| 3. Nick DeBenedetto
(518) 495-8655 | Business Development Manager |

4.0 PROJECT PICKUP AND DELIVERY SCHEDULES

The City of Mount Vernon will box all records for pick-up by driver and delivery to EBIZ's production facility in Menands. Shipment dates, schedules and volume of boxes to be determined.

Based upon the supplied image volumes, EBIZ anticipates the production time on a typical pick-up to be 120 to 180 days from the date of pick-up.

5.0 DOCUMENT PREPARATION

Document preparation will be needed to remove staples, paperclips, sticky notes and documents from the paper prior to scanning and will be completed by EBIZ.

- Some maps are fragile, damaged and may require further prep and/or repair and will be charged according to the severely damaged price point.
- Items will not be placed back into folders/subfolders but kept in the scan batch format after scanning.
- Any documents with mold will not be scanned.

6.0 CONVERSION SERVICES

- All documents, both small and large, will be scanned on state-of-the-art high-speed scanners and large format scanners to multi page 300 DPI, black & white, TIFF files
- Grand total number of building folders is 11,400 (as per Bldg. Dept, Mt. Vernon)
- Number of large per folder is 15 (as per Bldg. Dept, Mt. Vernon)
- Residential and Commercial folders do not need to be listed separately, combine them (as per Bldg. Dept, Mt. Vernon)
- Do not scan folders
- There is no color required on small format (up to 11x17) or large (over 11x17) documents
- EBIZ will scan files in the order received
- All contents of folder will be captured
- Blueprints only (large format blueprints), must have both front and back captured, all other plans will have fronts scanned only, regardless of writing/notes on back
- Maps/Plans from “Graveyard” are extremely damaged, fragile, many are dirty, and some contain mold. Dirt will be removed from plans prior to scanning.
- EBIZ will not scan moldy documents and those with mold will be returned unscanned.

EBIZ is not able to improve the quality of a poor original. If poor quality originals are found, a “Best Image Available” document may be scanned prior to the original imaged document.

7.0 INDEXING/FILE NAMING

Indexing will be completed according to the criteria listed below:

- Residential and Commercial Folders and Rolled/Loose Plans:
 - SBL: Located on folder tab of folder/ front of plan for loose & rolled plans
 - Indexing information for Section, Block and Lot will be taken from readable Barcodes on file folders. A tag and match file may be provided to apply additional index fields.
- Graveyard plans: index by box, then map1, map2, etc.

EBIZ will provide a POC of the images and directory formats for approval by the City of Mount Vernon prior to entering into production.

7.0 TRANSMISSION OF IMAGES

EBIZ will send the images SFTP to their preferred platform and all records will be returned to the City of Mount Vernon. EBIZ will securely transmit images to the required location.

8.0 IMAGE RETRIEVALS DURING PRODUCTION

While the Records are at EBIZ during production, a process will be determined for easy access to the images when requested. Requests by Authorized Representatives from the City of Mount Vernon can be made and delivered via email. Retrievals will be returned within a maximum of 72 hours from the receipt of the request. The cost is \$19.00 for each retrieval.

Retrieval: One record pulled from one file = one retrieval. All FedEx, USPS, UPS, or other ground service costs incurred are not part of this pricing structure and will be billed accordingly.

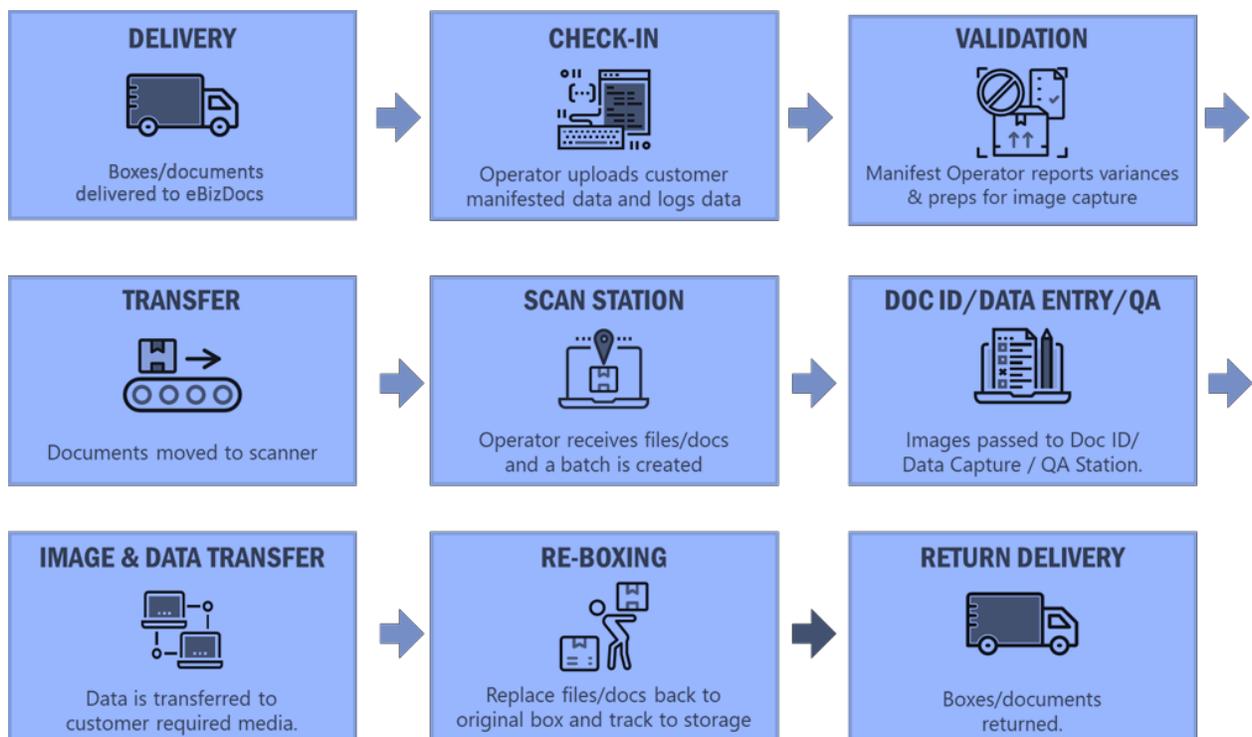
9.0 SERVICE LEVEL AND RETENTION

Documents will be returned to the City of Mount Vernon once scanning is complete.

Production Planning and Process Control Activities

The Production phase commences with the transfer of project knowledge from Ramp up to production personnel through systematic training. A team of cross-functional personnel carries out the production activities. This team is dedicated to meet the customers' requirement in terms of quality, timeliness and other deliverables. The cross-functional team contains expertise for document preparation, conversion instruction, ramp up, software, and production planning activities.

The initial activity in the production phase is the creation of the project management/implementation plan that describes the quality objectives, the project deliverables, project schedules, resource requirements, training schedules, risk assessment, risk mitigation plans and individual responsibilities towards meeting the project targets and deliverables.



The following are examples of quality measures within the project:

Document Preparation - Paper Audit (If warranted)

- EBIZ will insert a “File Level” barcode sheet as well as “Document Type” barcode labels on the various document types within the file.
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Scanning – Attended Mode QC

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Workflow QC

- If discrepancies are found within a batch in any step of the conversion process, then the entire batch is directed to Quality Control Module and re-processed to correct identified issues.

Post Release QC

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

**Project Pricing Detail
City of Mount Vernon, Building Department
Phase 4**

Mt Vernon

Building Department

DESCRIPTION	Property		<= 8.5 X14 Images	Over 8.5.X14 to E Size Images	Small Per Image Cost	Plans per Image Cost	Per Keystroke Cost	Per Round Trip	Estimated Cost
	Boxes	Folders							
Residential and Commercial Folders	92	1,900	76,000	28,500	\$0.135	\$2.49			\$ 81,225.00
Loose Plans	3	188		2,817		\$2.49			\$ 7,014.33
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CORPORATE OFFICES:

11 Columbia Circle Drive, Albany, NY 12203
Phone: (518) 463-9706 Fax: (518) 463-9708

Wednesday, July 10, 2024

Patrick G. Holder
Commissioner of Buildings
City of Mount Vernon
1 Roosevelt Square N # 1
Mt Vernon, NY 10550

Re: Mount Vernon Building Department Phases 1-6

Dear Mr. Holder,

This letter is to notify you that New York State Industries for the Disabled, Inc. is interested in providing the above referenced service as a preferred source. This action is taken under authority of Article XI, Section 162 of State Finance Law.

Based on your project requirements, attached for your review is our imaging proposal with pricing from EbizDocs.

The NYSID Member Agency we are planning to utilize for this contract is Ebizdocs/ RSS and ARC of Rensselaer County.

If you have any questions regarding this information or about preferred source, please do not hesitate to give me a call at (518) 694-0219.

Sincerely,

Bob Braun
NYSID Technical Projects Manager



Document Scanning Proposal
for
City of Mount Vernon, NY
Building Department - Phase 2

May 28, 2024

Submitted By:
Nick DeBenedetto
Business Development Manager - eBizDocs, Inc.
(518) 456-1011 | ndebenedetto@ebizdocs.com

Statement of Services

Scope of Work

1.0 OBJECTIVE

The objective of this proposal is to provide preparation and scanning of the following files for the City of Mount Vernon:

- Building Department

The project will be converted in our Menands, New York production facility according to the requirements detailed in this Statement of Work.

EBizDocs, Inc. (EBIZ) will work closely with the designated representatives from the City of Mount Vernon throughout the term of this project to provide for a smooth, timely, confidential and successful partnership.

2.0 SUMMARY OF CONTENTS

The following sections are included in this SOW:

- Production Contacts
- Pickup and Delivery
- Conversion Services
- Transmission of Images
- Post Scan Indexing
- Delivery and File Back-up
- Facility, Production and QC Overview
- Pricing Schedules

3.0 PRODUCTION CONTACTS

The conversion will be managed by a team consisting of the following EBIZ individuals, who will be responsible for completion of production activities.

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| 1. Kara Heniges
(518) 456-1011 ext. 1020 | Project Manager |
| 2. Ken Major
(518) 456-1011 ext. 1019 | Network Systems Analyst |
| 3. Nick DeBenedetto
(518) 495-8655 | Business Development Manager |

4.0 PROJECT PICKUP AND DELIVERY SCHEDULES

The City of Mount Vernon will box all records for pick-up by driver and delivery to EBIZ's production facility in Menands. Shipment dates, schedules and volume of boxes to be determined.

Based upon the supplied image volumes, EBIZ anticipates the production time on a typical pick-up to be 120 to 180 days from the date of pick-up.

5.0 DOCUMENT PREPARATION

Document preparation will be needed to remove staples, paperclips, sticky notes and documents from the paper prior to scanning and will be completed by EBIZ.

- Some maps are fragile, damaged and may require further prep and/or repair and will be charged according to the severely damaged price point.
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- Any documents with mold will not be scanned.

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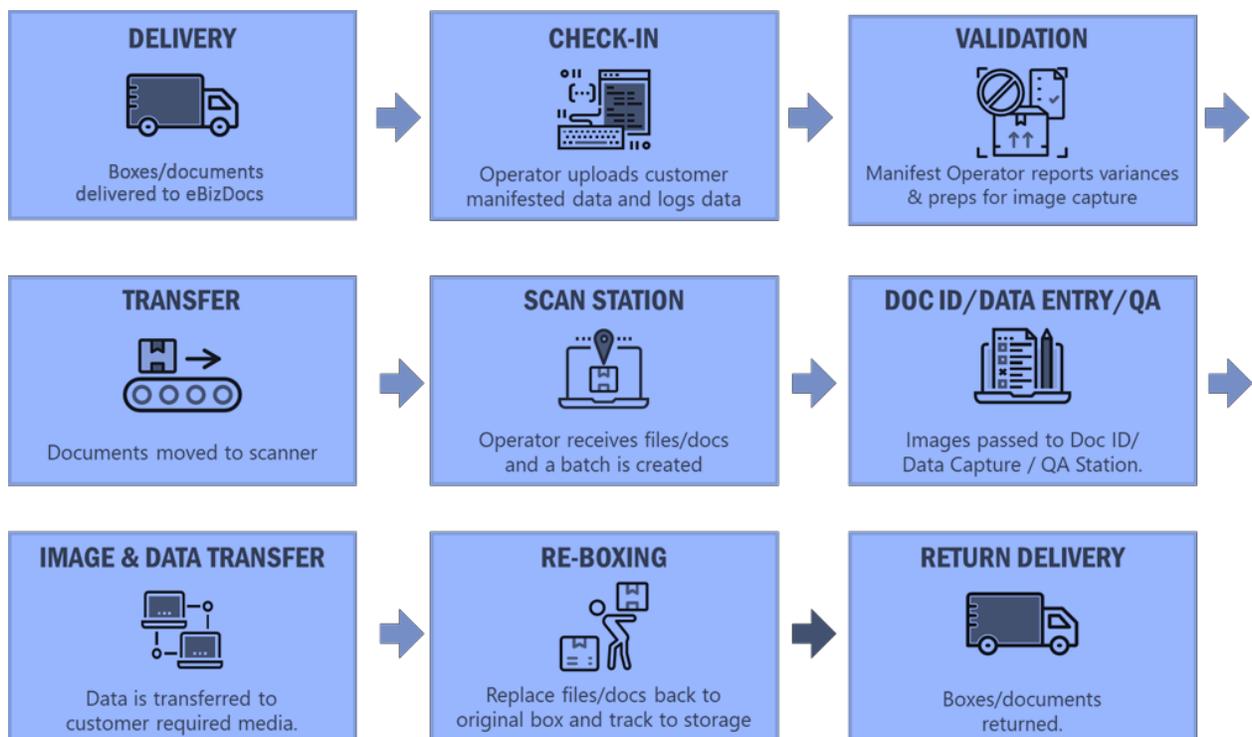
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Post Release QC

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

**Project Pricing Detail
City of Mount Vernon, Building Department
Phase 2**

Mt Vernon

Building Department

DESCRIPTION	Boxes	Property Folders	<= 8.5 X14 Images	Over 8.5 X14 to E Size Images	Small Per Image Cost	Plans per Image Cost	Per Keystroke Cost	Per Round Trip	Estimated Cost
Residential and Commercial Folders	92	1,900	76,000	28,500	\$0.135	\$2.49			\$ 81,225.00
Loose Plans	3	188		2,817		\$2.49			\$ 7,014.33
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Document Scanning Proposal
for
City of Mount Vernon, NY
Building Department - Phase 5

May 28, 2024

Submitted By:
Nick DeBenedetto
Business Development Manager - eBizDocs, Inc.
(518) 456-1011 | ndebenedetto@ebizdocs.com

Statement of Services

Scope of Work

1.0 OBJECTIVE

The objective of this proposal is to provide preparation and scanning of the following files for the City of Mount Vernon:

- Building Department

The project will be converted in our Menands, New York production facility according to the requirements detailed in this Statement of Work.

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EBIZ will send the images SFTP to their preferred platform and all records will be returned to the City of Mount Vernon. EBIZ will securely transmit images to the required location.

8.0 IMAGE RETRIEVALS DURING PRODUCTION

While the Records are at EBIZ during production, a process will be determined for easy access to the images when requested. Requests by Authorized Representatives from the City of Mount Vernon can be made and delivered via email. Retrievals will be returned within a maximum of 72 hours from the receipt of the request. The cost is \$19.00 for each retrieval.

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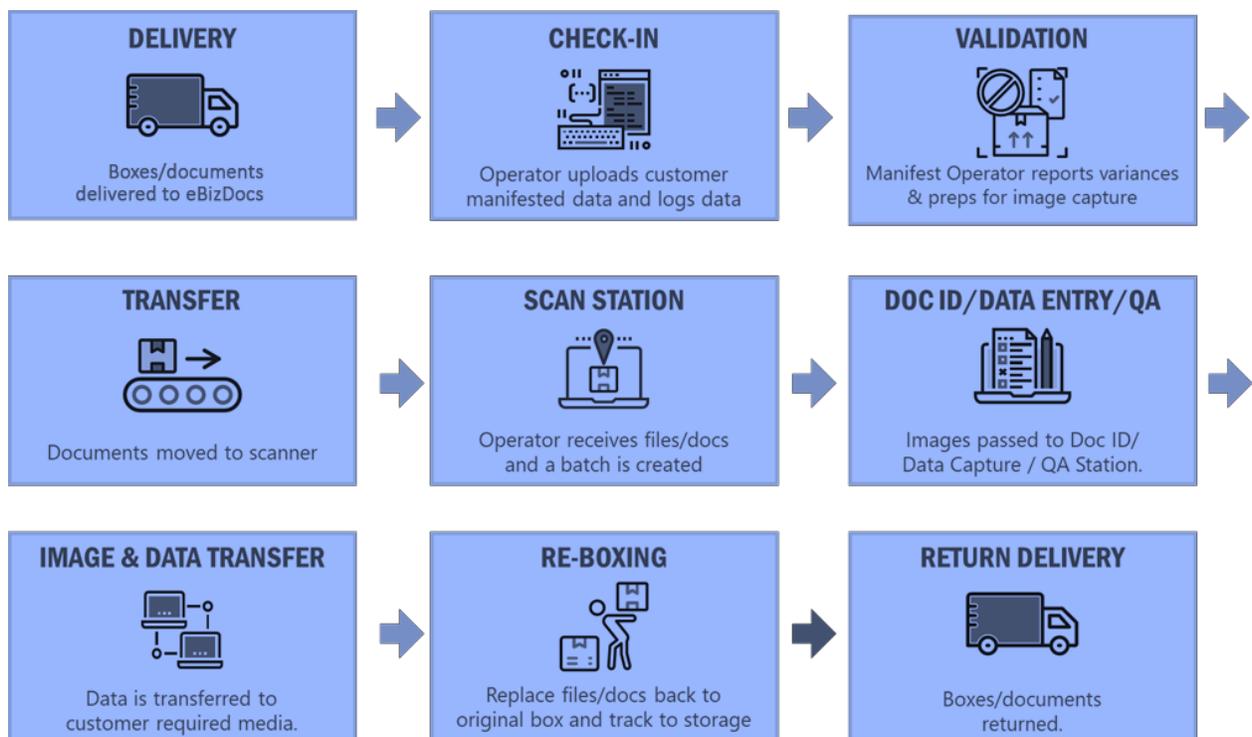
9.0 SERVICE LEVEL AND RETENTION

Documents will be returned to the City of Mount Vernon once scanning is complete.

Production Planning and Process Control Activities

The Production phase commences with the transfer of project knowledge from Ramp up to production personnel through systematic training. A team of cross-functional personnel carries out the production activities. This team is dedicated to meet the customers' requirement in terms of quality, timeliness and other deliverables. The cross-functional team contains expertise for document preparation, conversion instruction, ramp up, software, and production planning activities.

The initial activity in the production phase is the creation of the project management/implementation plan that describes the quality objectives, the project deliverables, project schedules, resource requirements, training schedules, risk assessment, risk mitigation plans and individual responsibilities towards meeting the project targets and deliverables.



The following are examples of quality measures within the project:

Document Preparation - Paper Audit (If warranted)

- EBIZ will insert a “File Level” barcode sheet as well as “Document Type” barcode labels on the various document types within the file.
- Paper files will be audited to validate the document preparation process is complete and accurate prior to being sent to the scanning area.

Scanning – Attended Mode QC

- Scan in “Attended Mode” to assure that the best quality image is rendered
- Visually inspects each image as it is captured and interrupt scanning if any issues that comprise image quality are detected such as double feeds, folded corners, light images, dark images etc.
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- EBIZ utilizes auto-blank page deletion when dropping the back side/page of a paper document with no content. This process is over 99% effective/accurate provided the backs are clean of smudges and darkened areas. With this process, backs with content will not be deleted but backs that have content, dark areas, or smudges will remain and be part of the image transfer stream.

Image Clean-up Processes

- Image processing includes de-skew, de-speckle, black border removal and crop.
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- Set-up entails scanner adjustments to assure the accurate and complete capture of the documents.

Post Scan Automated QC

- QC steps are looking for a corrupt image, large image file size, etc.
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- Manually review blank backs and delete.

Post Scan Visual QC

- After the automated QC has completed, a QC operator will perform visual QC of images and data prior to sending the batch to “Release”. This is a random effort after all errors in the process have been corrected.

Workflow QC

- If discrepancies are found within a batch in any step of the conversion process, then the entire batch is directed to Quality Control Module and re-processed to correct identified issues.

Post Release QC

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

**Project Pricing Detail
City of Mount Vernon, Building Department
Phase 5**

Mt Vernon

Building Department

DESCRIPTION	Boxes	Property Folders	<= 8.5 X14 Images	Over 8.5 X14 to E Size Images	Small Per Image Cost	Plans per Image Cost	Per Keystroke Cost	Per Round Trip	Estimated Cost
Residential and Commercial Folders	92	1,900	76,000	28,500	\$0.135	\$2.49			\$ 81,225.00
Loose Plans	3	188		2,817		\$2.49			\$ 7,014.33
Graveyard (severely damaged plans)	5	150		2,293		\$3.65			\$ 8,369.45
Indexing		2,238					0.015		\$ 335.70
Transportation (round trip)								\$360	\$ 720.00
Totals	100	2,238	76,000	33,610					\$ 97,664.48

Above is the complete list of services priced in this agreement. Other services required and not outlined in this enclosure should not be implied.

Pricing is based on the quantities listed in this proposal. If the images are more or less than 10% of the assumed quantities, the per-image price is subject to change based on the number of images actually submitted.

EBIZ expects documents to be in orderly condition, not damaged by water or other contaminants, with easily identifiable index fields and light to medium prep of documents. If these conditions do not exist, boxes may be rejected, or price increase may apply.

Invoices are due and payable thirty (30) days upon receipt. CUSTOMER shall be billed for and shall be responsible for paying all federal, state, county, local or other excise, sales or use taxes in connection with the provision of the Services as outlined in the SOW.

If CUSTOMER disagrees with an invoice, CUSTOMER shall timely pay that portion of the invoiced amount not in dispute and, within five (5) days of the due date, deliver written notice to EBIZ, specifying the basis of CUSTOMER's dispute. If, within ten (10) days of CUSTOMER's written notice, the parties cannot agree, EBIZ and CUSTOMER shall have the right to resort to any legal or equitable remedies available to them under law in order to finally resolve the dispute.

The parties agree that each party's liability in connection with or arising out of or pursuant to this agreement shall in no event exceed the amount of the charges hereunder for the respective services rendered. EBIZ makes no warranties regarding services or materials provided by it or by others (including, without limitation, implied warranties as to merchantability, fitness for a particular purpose, or warranties against infringement of any patent), either expressed or implied, except as provided herein, neither party shall be liable for any special, indirect, incidental or consequential damages in connection with or arising out of the furnishing, performance, or use of services and supplies hereunder, and shall have no other responsibility or liability with respect to any services or supplies provided hereunder except as is specifically set forth in this agreement.



Document Scanning Proposal
for
City of Mount Vernon, NY
Building Department - Phase 3

May 28, 2024

Submitted By:
Nick DeBenedetto
Business Development Manager - eBizDocs, Inc.
(518) 456-1011 | ndebenedetto@ebizdocs.com

Statement of Services

Scope of Work

1.0 OBJECTIVE

The objective of this proposal is to provide preparation and scanning of the following files for the City of Mount Vernon:

- Building Department

The project will be converted in our Menands, New York production facility according to the requirements detailed in this Statement of Work.

EBizDocs, Inc. (EBIZ) will work closely with the designated representatives from the City of Mount Vernon throughout the term of this project to provide for a smooth, timely, confidential and successful partnership.

2.0 SUMMARY OF CONTENTS

The following sections are included in this SOW:

- Production Contacts
- Pickup and Delivery
- Conversion Services
- Transmission of Images
- Post Scan Indexing
- Delivery and File Back-up
- Facility, Production and QC Overview
- Pricing Schedules

3.0 PRODUCTION CONTACTS

The conversion will be managed by a team consisting of the following EBIZ individuals, who will be responsible for completion of production activities.

- | | |
|---|------------------------------|
| 1. Kara Heniges
(518) 456-1011 ext. 1020 | Project Manager |
| 2. Ken Major
(518) 456-1011 ext. 1019 | Network Systems Analyst |
| 3. Nick DeBenedetto
(518) 495-8655 | Business Development Manager |

4.0 PROJECT PICKUP AND DELIVERY SCHEDULES

The City of Mount Vernon will box all records for pick-up by driver and delivery to EBIZ's production facility in Menands. Shipment dates, schedules and volume of boxes to be determined.

Based upon the supplied image volumes, EBIZ anticipates the production time on a typical pick-up to be 120 to 180 days from the date of pick-up.

5.0 DOCUMENT PREPARATION

Document preparation will be needed to remove staples, paperclips, sticky notes and documents from the paper prior to scanning and will be completed by EBIZ.

- Some maps are fragile, damaged and may require further prep and/or repair and will be charged according to the severely damaged price point.
- Items will not be placed back into folders/subfolders but kept in the scan batch format after scanning.
- Any documents with mold will not be scanned.

6.0 CONVERSION SERVICES

- All documents, both small and large, will be scanned on state-of-the-art high-speed scanners and large format scanners to multi page 300 DPI, black & white, TIFF files
- Grand total number of building folders is 11,400 (as per Bldg. Dept, Mt. Vernon)
- Number of large per folder is 15 (as per Bldg. Dept, Mt. Vernon)
- Residential and Commercial folders do not need to be listed separately, combine them (as per Bldg. Dept, Mt. Vernon)
- Do not scan folders
- There is no color required on small format (up to 11x17) or large (over 11x17) documents
- EBIZ will scan files in the order received
- All contents of folder will be captured
- Blueprints only (large format blueprints), must have both front and back captured, all other plans will have fronts scanned only, regardless of writing/notes on back
- Maps/Plans from “Graveyard” are extremely damaged, fragile, many are dirty, and some contain mold. Dirt will be removed from plans prior to scanning.
- EBIZ will not scan moldy documents and those with mold will be returned unscanned.

EBIZ is not able to improve the quality of a poor original. If poor quality originals are found, a “Best Image Available” document may be scanned prior to the original imaged document.

7.0 INDEXING/FILE NAMING

Indexing will be completed according to the criteria listed below:

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 - SBL: Located on folder tab of folder/ front of plan for loose & rolled plans
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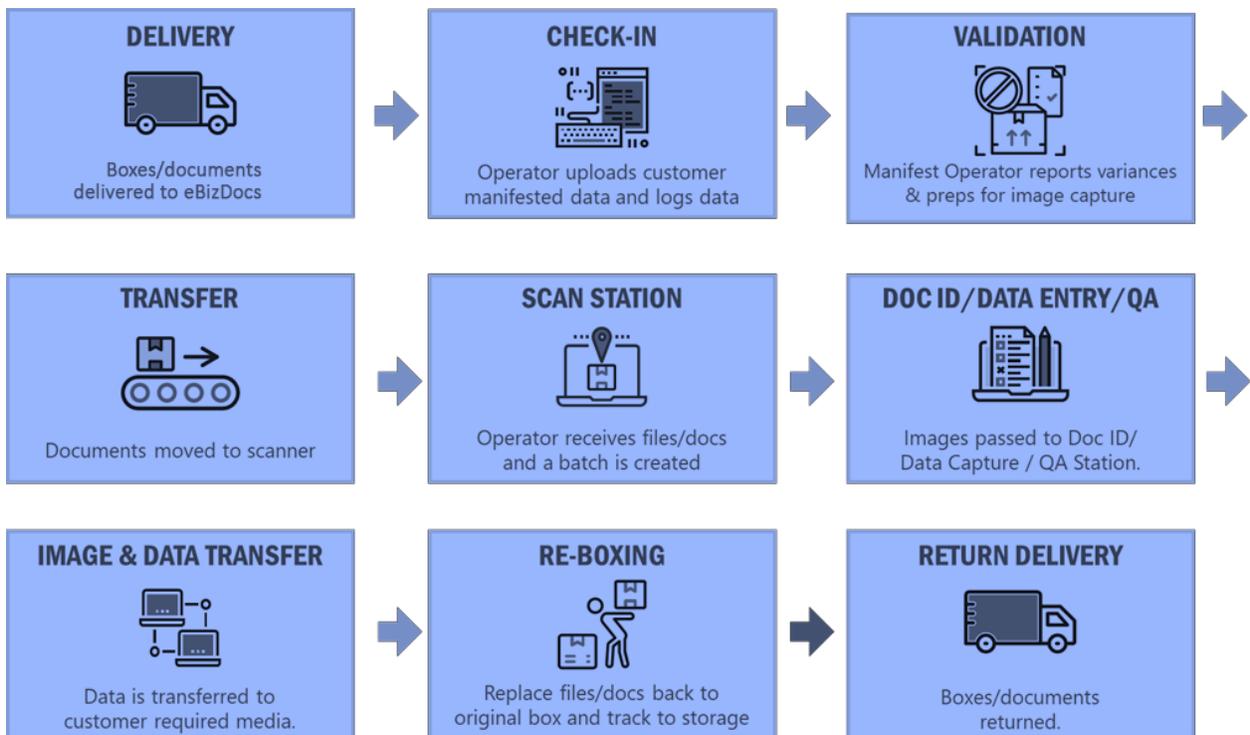
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Workflow QC

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Post Release QC

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**Project Pricing Detail
City of Mount Vernon, Building Department
Phase 3**

Mt Vernon

Building Department

DESCRIPTION	Property		<= 8.5 X14 Images	Over 85.X14 to E Size Images	Small Per Image Cost	Plans per Image Cost	Per Keystroke Cost	Per Round Trip	Estimated Cost
	Boxes	Folders							
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Document Scanning Proposal
for
City of Mount Vernon, NY
Building Department - Phase 1

May 24, 2024

Submitted By:
Nick DeBenedetto
Business Development Manager - eBizDocs, Inc.
(518) 456-1011 | ndebenedetto@ebizdocs.com

Statement of Services

Scope of Work

1.0 OBJECTIVE

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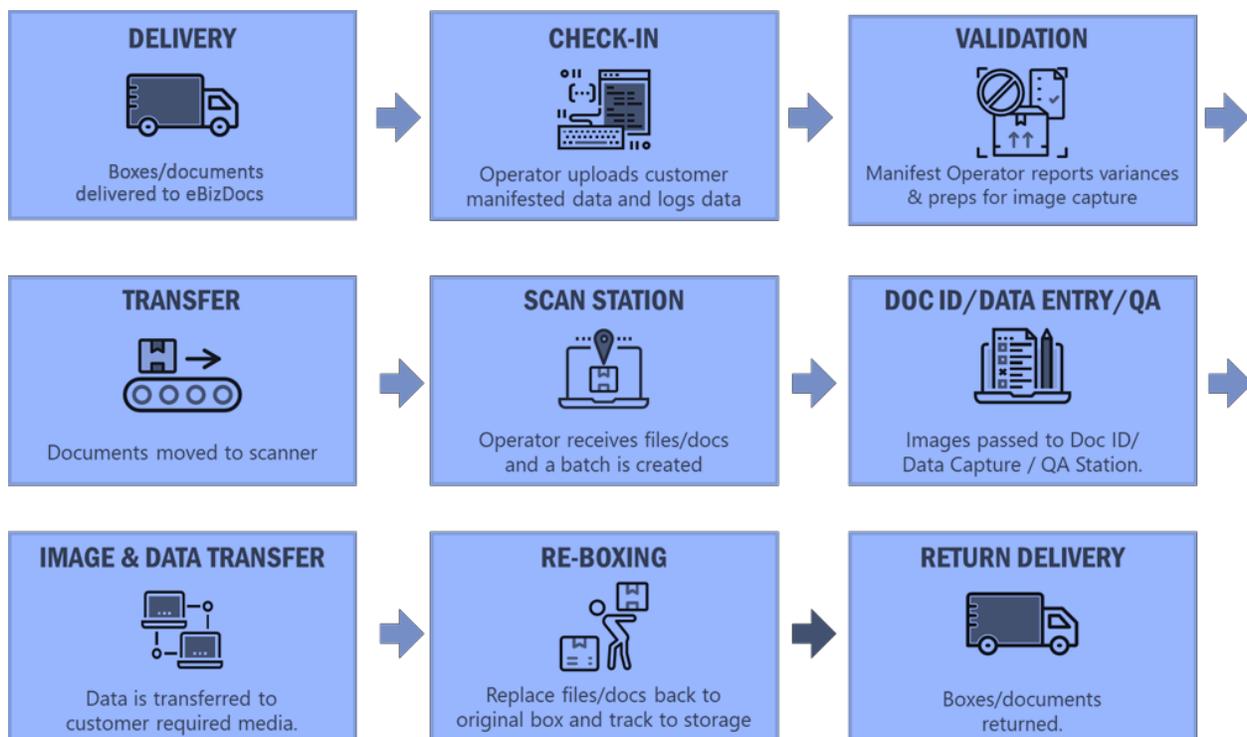
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**Project Pricing Detail
City of Mount Vernon, Building Department
Phase 1**

Mt Vernon									
Building Department - Phase 1									
DESCRIPTION	Property		<= 8.5 X14	Over 85.X14	Small Per	Plans per	Per Keystroke	Per Round	Estimated
	Boxes	Folders	Images	to E Size Images	Image Cost	Image Cost	Cost	Trip	Cost
Residential and Commercial Folders	92	1,900	76,000	28,500	\$0.135	\$2.49			\$ 81,225.00
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May 24, 2024

Patrick G. Holder, Commissioner of Buildings
City of Mount Vernon Department of Buildings
1 Roosevelt Square N
Mount Vernon, NY 10550

Dear Patrick:

Please accept this letter as confirmation that ICC Community Development Solutions (ICC CDS) is the Laserfiche Value-Added Reseller (VAR) of record for the City of Mount Vernon's Laserfiche system.

Pursuant to the above, ICC CDS is the only entity that can perform authorized services, maintenance and ordering of product extensions (additional user licenses, modules, uploading scanned images etc.) from Laserfiche for said system and is positioned as the sole source provider for the City's Laserfiche ECM software and support needs.

We look forward to continuing our relationship with the City of Mount Vernon on its current and future ECM endeavors.

Please let me know if there is anything else you require.

Sincerely,

A handwritten signature in black ink, appearing to read "D. S. Foster". The signature is fluid and cursive.

Daniel S. Foster
General Manager