



CITY OF MOUNT VERNON, N.Y.

Mayor Office

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

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

**Juan Perez**  
*Commissioner Management Services*

Mar 18<sup>th</sup>, 2026

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

Re: Purchase of DocAccess service from Civicplus

Dear Council Members,

I respectfully request approval to use budget code A1680.216 to purchase the DocAccess service from CivicPlus for \$14,829.50.

This service helps make documents and PDF files on the City's website accessible to the public, including people with disabilities. It supports the City's efforts to comply with the Americans with Disabilities Act (ADA), Section 508 of the Rehabilitation Act, and WCAG 2.1 AA accessibility standards.

The U.S. Department of Justice has adopted a rule, 28 CFR § 35.200, that requires local governments to make certain web content and digital documents accessible by April 2026. After review with the City Clerk, I have confirmed that this requirement applies to the City.

Because our website is hosted on the CivicPlus platform, DocAccess is an appropriate tool to help us improve accessibility and support compliance with this federal requirement.

I respectfully ask the Council to approve the use of \$14,829.50 from budget code A1680.216 for this purchase.

We are prepared to answer any questions the Council may have.  
Thank you for your consideration.

Respectfully,

Juan Perez  
Management Services Commissioner

cc: Shawyn Patterson-Howard, Mayor  
cc: Brian Johnson, Corporation Council  
cc: Darren Morton, Comptroller

*"The Jewel of Westchester"*