



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

JOHN NUCULOVIC
Deputy Commissioner

December 23, 2024

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

Re: Authorization for The Department of Public Works and the MV Board of Water Supply to Lease Office Space At 6 Gramatan Avenue, Suite 203 for a Period of (24) Months Via Funding Provided by The NYS Environmental Facilities Corporation

Honorable City Council,

The Department of Public Works ("DPW") and the Board of Water Supply ("BOW") are currently leasing office space at 6 Gramatan Avenue, Mount Vernon NY 10550 which is being paid for by grant funded monies via New York State Environmental Facilities Corporation. The purpose of this office space is facilitating personnel and equipment tasked with completing the City's overall Sewer Rehabilitation and Lead Service Line Replacement projects. Along with the influx of funding toward capital projects, we have also begun staffing the personnel necessary to administrate these projects.

Due to the lack of space available within City Hall, the DPW and BOW identified this office space that can accommodate 5-10 personnel over an additional two (2) year lease period at 6 Gramatan Avenue – Suite 203, Mt. Vernon, NY from **June 1, 2025, thru May 31, 2027**

Initially, the following personnel will be stationed within this new leasing space with more personnel added as the project and departmental needs progress:

- City Engineer
- Stormwater Coordinator
- Sewers Foreman
- BOW Administrator
- BOW Field Coordinator
- BOW Data Entry Clerk

The terms of agreement are stated below for Base Rent and Utilities, with a 3% increase for Year 2:

- Lease Year 1 - \$57,288.60 / Monthly Installment - \$4,774.05
- Lease Year 2 - \$59,007.26 / Monthly Installment - \$4,917.27

"The Jewel of Westchester"



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Funds for the subject are available via the New York State Environmental Corporation ("NYSEFC") in the aggregate amount of **\$500,000**. The funds will be deposited into Revenue Code A3902 to be appropriated to DPW Budget Code A1440.405 throughout the contract period to be paid in monthly or quarterly amounts at the discretion of the lessee.

Respectfully,

Damani L. Bush
Commissioner of Public Works
DB/db

CC: Comptroller's Office
Board of Water Supply
Corporation Counsel
Grants Office
Engineering Bureau
File

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