

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

Tuesday, July 15, 2025

3:00 PM

MAYOR'S CONFERENCE ROOM - 1st FLOOR

Board of Estimate & Contract

Call to Order: At 3:00 PM by Chairwoman Mayor Shawyn Patterson-Howard

Roll Call: Roll Call and reading of agenda items administered by Deputy City Clerk Jordan A. Riullano. Noticed in the Journal News.

OTHERS: Chief of Staff Malcolm Clark, Asst. Corporation Counsel Johan Powell, Deputy City Clerk Jordan A. Riullano, Assistant Comptroller Condell Hamilton

ADMINISTRATION OF THE AGENDA**RESOLUTIONS APPROVING ORDINANCES**

1. [TMP](#)
[-1472](#) Office of the Mayor: An Ordinance Authorizing the 4th Annual Hispanic Heritage Month Celebration on Saturday, September 20, 2025
Code: LPW
2. [TMP](#)
[-1482](#) Department of Public Works: An Ordinance Authorizing the Award of a Contract for the Resurfacing of Various Streets in the City of Mount Vernon for the Years 2025 through 2027
Code: LPW
3. [TMP](#)
[-1484](#) Department of Public Works: An Ordinance Authorizing the Mayor to Enter into an Emergency Contract with Zonzoni Pipeline Inc. for Sinkhole Repair at Beechwood and South Columbus Avenue
Code: LPW
4. [TMP](#)
[-1485](#) Department of Public Works: An Ordinance Authorizing the Mayor to Enter into a Contractual Agreement with Zonzoni Pipeline Inc. for Emergency Sinkhole Repair at Mount Vernon Doles Center
Code: LPW
5. [TMP](#)
[-1437](#) Department of Public Works: An Ordinance Authorizing the Award of a Contract for Pest Management and Control Services for Various Municipal Facilities
Code: LPW
6. [TMP](#)
[-1505](#) Department of Public Works: An Ordinance Authorizing the Mayor to Amend the Existing Agreement with Weathertight Systems for Emergency Repairs to Police Station Roofing
Code: LPW

- 7. [TMP](#)
[-1500](#) Department of Recreation: An Ordinance Authorizing the Department of Recreation to Co-Sponsor the Rescheduled "City Fest 2025" (Business Food and Culture Expo) with the Friends of Mount Vernon, Recreation and Youth Programs, Inc., and Providing for Necessary Street Closures, City Services and Support

Code: LPW
- 8. [TMP](#)
[-1501](#) Department of Recreation: An Ordinance Authorizing the Department of Recreation to Co-Sponsor the Back-to-School Backpack Event with Henry Allen and the Buddy White Project

Code: LPW
- 9. [TMP](#)
[-1498](#) Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with Startup Smartup for the Mount Vernon Youth Bureau's "Safe Place for Our Girls Program" for the Period July 1, 2025, through June 30, 2026

Code: HR
- 10. [TMP](#)
[-1507](#) Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with Troy Newbey for the Mount Vernon Youth Bureau's Safe Place for Our Girls Program

Code: HR
- 11. [TMP](#)
[-1504](#) Department of Planning & Community Development: An Ordinance Authorizing the Adoption of the Program Year (PY) 2025-2029 Consolidated Plan and 2025 Action Plan

Code: FP
- 12. [TMP](#)
[-1518](#) Department of Public Works: An Ordinance Authorizing the Transfer of Funds for Tree Maintenance and Emergency Services

Code: LPW

Agenda was concluded at ____ PM

Chairwoman Patterson-Howard asked if there was new business:

Mayor asked for a motion to adjourn.

There being no further business, the meeting was adjourned at ____



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 -1472

Agenda Date: 7/9/2025

Agenda #: 1.

Board of Estimate & Contract:

RESOLVED, that a resolution adopted by the City Council on July 9, 2025, and signed by the Mayor on July 11, 2025, authorizing the 4th Annual Hispanic Heritage Month Celebration on Saturday, September 20, 2025 - (Howard Street Playground; to be charged as follows:

- An amount not to exceed \$1,500 shall be charged to Budget Code A7620.457 (Recreation Features and Other Expense);
- An amount not to exceed \$10,000 shall be charged to Budget Code A1210.404 (Miscellaneous);

be, and the same is hereby approved.

City Council:

AN ORDINANCE AUTHORIZING THE 4TH ANNUAL HISPANIC HERITAGE MONTH CELEBRATION ON SATURDAY, SEPTEMBER 20, 2025

Whereas, in correspondence dated June 17, 2025, the Mayor formally requested authorization for the Office of the Mayor, the Recreation Department, and Westchester Latinos Unidos to sponsor and conduct the 4th Annual Hispanic Heritage Month Celebration on Saturday, September 20, 2025, from 1:00 p.m. to 7:00 p.m. at Howard Street Playground. The rain date for this event shall be Saturday, September 27, 2025, at the same time and location; and

Whereas, Hispanic Heritage Month is recognized nationally as a time to celebrate the history, culture, and contributions of Hispanic and Latino Americans; and

Whereas, the City of Mount Vernon is committed to honoring the diversity of its residents and fostering inclusive community celebrations; and

Whereas, the Office of the Mayor, the Recreation Department, and Westchester Latinos Unidos have jointly proposed to sponsor the 4th Annual Hispanic Heritage Month Celebration on Saturday, September 20, 2025, from 1:00 p.m. to 7:00 p.m. (Rain Date: Saturday, September 27, 2025); and

Whereas, the event will be held at Howard Street Playground and includes street closures, vendor booths, performances, and activities to serve the community and promote cultural awareness; and

Whereas, it is necessary to authorize related street closures, equipment placement, and allocation of municipal funds to support the event; **Now, Therefore, Be It Resolved That**

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

Section 1. Event Authorization. The City Council hereby authorizes the Office of the Mayor, the Recreation Department, and Westchester Latinos Unidos to sponsor and conduct the 4th Annual Hispanic Heritage Month Celebration on Saturday, September 20, 2025, from 1:00 p.m. to 7:00 p.m. at Howard Street Playground. The rain date for this event shall be Saturday, September 27, 2025, at the same time and location.

Section 2. Street Closures. Permission is hereby granted for the closure of the following street on Saturday, September 20, 2025, between the hours of 9:00 a.m. and 9:00 p.m.:

- **Howard Street** between North Terrace Avenue and West Lincoln Avenue.

The Department of Public Safety and the Department of Parking are hereby directed to post street closing signs no later than Monday, September 15, 2025, at 4:00 p.m.

Section 3. Use of Public Space.

Permission is granted to utilize the street beds and sidewalks within the closure area for the placement of:

- Booths, tents, tables, and chairs to accommodate food vendors, merchandise vendors, and outdoor dining (not to exceed thirty (30) vendors);
- A performance stage to be located at the West Lincoln Avenue end of Howard Street;
- Two (2) portable toilets to be placed at the North Terrace side of Howard Street Park for public use.

Section 4. Public Safety and Transportation.

- The Mount Vernon Auxiliary Police are hereby requested to be present for crowd control, traffic management, and general assistance.
- The Beeline Bus System Route 55 (Local) shall be temporarily rerouted southbound on North High Street between Putnam and Elm Street for the duration of the street closure.

Section 5. Funding.

Authorization is hereby granted for expenses related to the 4th Annual Hispanic Heritage Month Celebration to be charged as follows:

- An amount not to exceed \$1,500 shall be charged to Budget Code A7620.457 (Recreation Features and Other Expense);
- An amount not to exceed \$10,000 shall be charged to Budget Code A1210.404 (Miscellaneous).

Section 6. Effective Date. This Ordinance shall take effect immediately upon its adoption by the City Council and approval by the Board of Estimate and Contract.



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD

Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2360 – Fax: (914) 665-6173

MALCOLM CLARK

Chief of Staff

KHENDRA K. DAVID

Deputy Chief of Staff

June 17th, 2025

Honorable Members of the City Council
Through the Office of the Mayor
1 Roosevelt Square
Mount Vernon, New York 10550

Re: 4th Annual Hispanic Heritage Month Celebration

Dear Honorable City Council Members,

This letter comes to request that the City Council enact legislation that will allow the Office of the Mayor, The Recreation Department, and Westchester Latinos Unidos to sponsor the **4th Annual Hispanic Heritage Month Celebration on Saturday, September 20th, 2025, from 1:00pm to 7:00pm at Howard Street Playground. (Rain Date: Saturday, September 27th, 2025)**

- Permission to close the following streets on Saturday, September 20th, 2025, between the set-up and break- down times of 9:00am – 9:00pm – Howard Street between North Terrace Avenue and West Lincoln Avenue
- Permission to direct the Department of Public Safety and Parking to post street closing signs indicating the above street closure locations and times. These signs should be posted no later than Monday, September 15th, 2025, at 4:00pm
- Permission to use the street beds and sidewalks for setting up booths, tents, tables, and chairs to accommodate outdoor dining, food merchandise and vendors (no more than 30)
- Permission to authorize placement of a stage at the West Lincoln Avenue end of Howard Street
- Permission to place two (2) Porta Potties for event attendees at the North Terrace side of Howard Street Park

The event will include live performances, activities for adults and children, food vendors, and drink vendors. MV Auxiliary Police is requested to be present to act as crowd control, traffic management, and overall assistance. Rerouting of the Beeline Bus System, Route 55: Local, commuting southbound on North High Street between Putnam and Elm Street will be in effect once again. Funds for this event will be charged to the Budget Code A7620.457 [Recreation Features and Other Expense] not to exceed \$1,500 and Budget Code A1210.404 [Miscellaneous] not to exceed \$10,000.

Respectfully yours,

Shawyn Patterson-Howard
Mayor

CC REC OEM DPW MVPD FDMV

“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) 914-665-2343
email: dpwconcerns@mountvernonny.gov

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

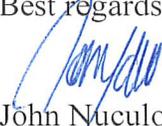
June 30, 2025

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

RE: 4th Annual Hispanic Heritage Month Celebration on Saturday, September 20th, 2025, from 1:00pm to 7:00pm at Howard Street Playground. (Rain Date: Saturday, September 27th, 2025)

Please be advised that the Department of Public Works has no objections to your event on Howard Street Playground. No parking signs will be placed 72 hours in advance and barricades placed 24 hours in advance.

Best regards,


John Nukulovic
Deputy Commissioner of Public Works
JN/dg



CITY OF MOUNT VERNON, N.Y.
FIRE DEPARTMENT

SHAWYN PATTERSON-HOWARD
Mayor

Fire Headquarter – 470 East Lincoln Avenue
Mount Vernon, NY, 10550
(914) 665-2611 – Fax: (914) 665-2631

Kevin B. Holt
Fire Commissioner
Theodore W. Beale Jr.
Deputy Fire Commissioner
Juan A. Peralta
Chief of Operations

Through the office of the Mayor

Honorable Members of the City Council
1 Roosevelt Square
Mount Vernon, New York 10220

Re: 4th Annual Hispanic Heritage Celebration

June 30, 2025

Dear Honorable City Council Members:

The City of Mount Vernon Fire Department has no objections to the 4th Annual Hispanic Heritage Celebration on Saturday September 20, 2025, (Rain date: Saturday September 27, 2025).

The celebration will be held at the Howard Street playground from 1:00pm until 7:00pm, we further understand that Howard Street between North Terrace Ave and West Lincoln Avenue will be closed due to the celebration.

Respectfully submitted:

Theodore W. Beale, Jr.
Deputy Fire Commissioner

Theodore W. Beale Jr.
Deputy Fire Commissioner

“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 George Vargas
 Executive Officer

Date: June 30, 2025

To: Office of the Police Commissioner

From: Commanding Officer, Support Services Division

Subject: 4th Annual Hispanic Heritage Celebration

At your direction, the undersigned Captain has reviewed the attached event request letter submitted by Mayor Patterson-Howard through the City Clerk’s Office. The event is scheduled for September 20, 2025, from 1300 to 1900. The rain date will be September 27, 2025. The letter requests to have Howard Street between North Terrace Avenue and West Lincoln Avenue closed to vehicular traffic.

The mayor states in the letter that Bee Line bus rerouting and the southbound local commuting and resident traffic is in process and an update will be provided. There are no traffic or public safety concerns with this event. Approval is recommended if the following conditions are met:

- DPW to place barricades at the intersections of Howard Street and North High Street, Howard Street and North Terrace Avenue and Howard Street and West Lincoln Avenue.
- Although the letter requests Parking to place the “No Parking” signs, we no longer have the personnel in Parking Bureau. DPW to post “No Parking” signs to reflect no parking on September 20, 2025, from 6:00am to 9:00pm signs on both sides of the streets on Howard Street between North Terrace Avenue and West Lincoln Avenue at least 72 hours prior to the event.

It is requested that the Auxiliary Police be assigned to this event. It is also recommended that the patrol supervisor and sector car monitor the event. If additional manpower is needed, the patrol supervisor should be authorized to hire the necessary number of officers, on an overtime basis.

Captain Michael Goldman
 Commanding Officer
 Support Services Division

4/30/25

CC: Patrol Division
Parking Bureau



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2360 – Fax: (914) 665-6173

MALCOLM CLARK
Chief of Staff

KHENDRA K. DAVID
Deputy Chief of Staff

June 17th, 2025

Honorable Members of the City Council
Through the Office of the Mayor
1 Roosevelt Square
Mount Vernon, New York 10550

Re: 4th Annual Hispanic Heritage Month Celebration

Dear Honorable City Council Members,

This letter comes to request that the City Council enact legislation that will allow the Office of the Mayor, The Recreation Department, and Westchester Latinos Unidos to sponsor the **4th Annual Hispanic Heritage Month Celebration on Saturday, September 20th, 2025, from 1:00pm to 7:00pm at Howard Street Playground. (Rain Date: Saturday, September 27th, 2025)**

- Permission to close the following streets on Saturday, September 20th, 2025, between the set-up and break- down times of 9:00am – 9:00pm – Howard Street between North Terrace Avenue and West Lincoln Avenue
- Permission to direct the Department of Public Safety and Parking to post street closing signs indicating the above street closure locations and times. These signs should be posted no later than Monday, September 15th, 2025, at 4:00pm
- Permission to use the street beds and sidewalks for setting up booths, tents, tables, and chairs to accommodate outdoor dining, food merchandise and vendors (no more than 30)
- Permission to authorize placement of a stage at the West Lincoln Avenue end of Howard Street
- Permission to place two (2) Porta Potties for event attendees at the North Terrace side of Howard Street Park

The event will include live performances, activities for adults and children, food vendors, and drink vendors. MV Auxiliary Police is requested to be present to act as crowd control, traffic management, and overall assistance. Rerouting of the Beeline Bus System, Route 55: Local, commuting southbound on North High Street between Putnam and Elm Street will be in effect once again. Funds for this event will be charged to the Budget Code A7620.457 [Recreation Features and Other Expense] not to exceed \$1,500 and Budget Code A1210.404 [Miscellaneous] not to exceed \$10,000.

Respectfully yours,

Shawyn Patterson-Howard
Mayor

CC REC OEM DPW MVPD FDMV

"The Jewel of Westchester"



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
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File #: TMP -1482

Agenda Date: 7/9/2025

Agenda #: 2.

Board of Estimate & Contract:

RESOLVED, that a resolution adopted by the City Council on July 9, 2025, and signed by the Mayor on July 11, 2025, authorizing the Award of a Contract for the Resurfacing of various streets in the City of Mount Vernon for the Years 2025 through 2027 - (from 2025 through 2027 to Petrillo Contracting, Inc., in the total amount of \$4,743,214 for a two-year term). Funding for the resurfacing project will be sourced from a combination of capital allocations established by the Comptroller's Office through the following programs:

- NYS CHIPS (Consolidated Local Street and Highway Improvement Program)
- NYS EWR (Extreme Weather Recovery)
- NYS PAVE-NY
- NYS POP (Pave Our Potholes)
- CDBG (Community Development Block Grant)

; be, and the same is hereby approved.

City Council:

A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR THE RESURFACING OF VARIOUS STREETS IN THE CITY OF MOUNT VERNON FOR THE YEARS 2025 THROUGH 2027

Whereas, by letter dated June 10, 2025, the Commissioner of the Department of Public Works (DPW) has requested legislation authorizing an award of contract to the lowest bidder for the Resurfacing of Various Streets in the City of Mount Vernon - 2025-2027, for \$4,743,214, for a term of two (2) years, as it is deemed to be in the best interest of the City; and

Whereas:

1. The City of Mount Vernon issued a public invitation to bid for the project entitled "Resurfacing of Various Streets in the City of Mount Vernon - 2025-2027"; and
2. Bids were publicly opened and read by the Board of Estimate and Contract on June 3, 2025; and
3. Upon review of the submitted bids, the Department of Public Works recommends awarding the contract to the lowest responsible bidder, Petrillo Contracting, Inc., with a principal place of

business located at 41 Edison Avenue, Mount Vernon, NY 10550, in the total amount of Four Million Seven Hundred Forty-Three Thousand Two Hundred Fourteen Dollars (\$4,743,214); and

4. The streets to be resurfaced during the 2025-2027 contract period have been identified and prioritized based on the following criteria:

- Surface deterioration and pothole presence
- Street classification (Primary, Secondary, Tertiary)
- Known heavy vehicular traffic volume
- Upcoming infrastructure coordination (e.g., sanitary and storm sewer rehabilitation, water supply upgrades, and planned utility work)
- Resident petitions submitted to the City Council; and

5. Funding for the resurfacing project will be sourced from a combination of capital allocations established by the Comptroller's Office through the following programs:

- NYS CHIPS (Consolidated Local Street and Highway Improvement Program)
- NYS EWR (Extreme Weather Recovery)
- NYS PAVE-NY
- NYS POP (Pave Our Potholes)
- CDBG (Community Development Block Grant); and

6. It is in the best interest of the City of Mount Vernon to proceed with this critical infrastructure improvement project promptly; **Now, Therefore, Be It**

Resolved by the City Council of the City of Mount Vernon, New York, as follows:

Section 1. Award of Contract. The City Council hereby authorizes the award of the contract for the resurfacing of various streets in the City of Mount Vernon for the period of 2025 through 2027 to Petrillo Contracting, Inc., in the total amount of \$4,743,214 for a two-year term.

Section 2. Execution of Agreements. The Mayor of the City of Mount Vernon is hereby authorized to execute all documents, contracts, and agreements necessary to effectuate the intent of this Resolution, subject to review and approval by the Corporation Counsel.

Section 3. Funding Source. The cost of this contract shall be charged to the appropriate capital expense codes as designated by the Comptroller's Office and shall be funded by allocations from the following programs as outlined above:

Section 4. Effective Date. This Resolution shall take effect immediately 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 10, 2025

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 – 2025 - 2027”- Bid Acceptance

Dear Honorable City Council Members:

With reference to bids received by the Board of Estimate on June 3, 2025, regarding captioned subject, I herewith recommend that the Contract be awarded to the following lowest Bidder as being in the best interest of the City for a term of two (2) year contract with and additional one (1) year option.

PETRILLO CONTRACTING, INC.
41 EDISON AVENUE
MT. VERNON, NY 10550

AMOUNT OF BID: \$4,743,214

In addition to the bid analysis, attached is a tentative list of streets to be resurfaced within the current paving season. These roadways have been identified and prioritized based upon following factors evaluated: (See attached tentative list)

- Street surface deterioration / Potholes
- Class of Street (Primary, Secondary, Tertiary)
- Known heavy vehicular traffic areas
- Upcoming infrastructure work to be completed, i.e., Sanitary & Storm Rehabilitation, Bureau of Water Supply, Utility Companies (Con-Edison & Verizon)
- Petitions from residents submitted to City Council expressing concern to have their street repaved.

Funding for this project will be sourced from the following allocations via a capital expense code established by the Comptroller’s Office.

- NYS CHIPS (Consolidated Local Street and Highway Improvement Program)
- NYS EWR (Extreme Weather Recovery)
- NYS PAVE-NY
- NYS POP (Pave Our Potholes)
- CDBG (Community Development Block Grant)

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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

Respectfully,

Damani L. Bush
Commissioner of Public Works
DB/db

Cc: Comptroller Law Department Engineering Bureau DPW Supervisor Contracts



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
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File #: TMP -1484

Agenda Date: 7/9/2025

Agenda #: 3.

Board of Estimate & Contract:

RESOLVED, that an ordinance adopted by the City Council on July 9, 2025, and signed by the Mayor on July 11, 2025, authorizing the Mayor to Enter into an Emergency Contract with Zonzoni Pipeline Inc. for Sinkhole Repair at Beechwood and South Columbus Avenue - (\$4,747.00; funding is available through the Department's Budget Line A8120.405); be, and the same is hereby approved.

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN EMERGENCY CONTRACT WITH ZONZINI PIPELINE INC. FOR SINKHOLE REPAIR AT BEECHWOOD AND SOUTH COLUMBUS AVENUE

Whereas, in correspondence dated June 16, 2025, the Commissioner of the Department of Public Works formally requested authorization for the Mayor to enter into an emergency contract with Zonzini Pipeline Inc. for the immediate repair and backfilling of a sinkhole at the intersection of Beechwood and South Columbus Avenue, for \$4,747.00; and

Whereas, a hazardous sinkhole has developed at the intersection of Beechwood and South Columbus Avenue, creating a physical and public health threat; and

Whereas, an inspection determined that the sinkhole was not properly backfilled by Con Edison following previous work, and immediate repairs are necessary to protect public safety and infrastructure; and

Whereas, the City of Mount Vernon contacted Zonzini Pipeline Inc. to remove asphalt and perform emergency assessment and backfill services in accordance with public safety needs; and

Whereas, pursuant to Section 6(B) of the City's Procurement Policy, emergency purchases are permitted when an occurrence poses an immediate threat to the life, health, safety, or welfare of residents, or public property, and where delay would result in significant risk or service disruption; and

Whereas, the total cost of the emergency repair services is \$4,747.00, and funding is available through the Department's Budget Line A8120.405; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization of Emergency Contract. The Mayor is hereby authorized to

enter into an emergency contract with Zonzini Pipeline Inc. for the immediate repair and backfilling of a sinkhole at the intersection of Beechwood and South Columbus Avenue, in the amount of \$4,747.00.

Section 2. Procurement Policy Compliance. This contract is approved as an emergency purchase under Section 6(B) of the City of Mount Vernon Procurement Policy, as the work addresses an immediate threat to public safety and property, and any delay would endanger the health and welfare of residents.

Section 3. Funding. Funding for the aforementioned services shall be drawn from Budget Line A8120.405, and the Comptroller is hereby authorized to process payment accordingly.

Section 4. Effective Date. This ordinance shall take effect immediately upon 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) 914-665-2343
email:dpwconcerns@mountvernonny.gov

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

June 16, 2025

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

Re: Emergency Sinkhole Repair – Beechwood/S Columbus Avenue

Dear Honorable City Council Members,

BACKGROUND

I am writing to urgently request the City Council's approval to authorize the City to enter into an emergency contractual agreement with Zonzini Pipeline Inc. This request is essential due to a physical and health hazard and the immediate need to replace and fill a sinkhole.

Zonzini was contacted for the removal of asphalt to assess and repair a sinkhole at Beechwood and South Columbus Avenue. The area needed to be backfilled after Con Edison did not properly backfill previously.

PROCUREMENT POLICY

Section 6. Items Excepted from these Policies and Procedures by the City Council.

B. Emergency Purchases. For purpose of this section, an emergency refers to an occurrence that presents an immediate threat to public property, the life, safety, health, welfare or property of residents or the public, or threatens to curtail or terminate an essential service to residents or the public. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety, property or welfare of the residents or City of Mount Vernon.

FUNDING

The total associated cost for this rehabilitation is \$4,747.00.

Funding for these emergency repairs is available via department budget line A8120.405

Respectfully,


Damani Bush
Commissioner of Public Works
DB/lp

Cc: City Engineer

“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) 914-665-2343
email: dpwconcerns@mountvernonny.gov

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

File

"The Jewel of Westchester"



City of Mount Vernon, New York

Staff Report

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File #: TMP -1485

Agenda Date: 7/9/2025

Agenda #: 4.

Board of Estimate & Contract:

RESOLVED, that an ordinance adopted by the City Council on July 9, 2025, and signed by the Mayor on July 11, 2025, authorizing the Mayor to Enter into a Contractual Agreement with Zonzoni Pipeline Inc. for Emergency Sinkhole Repair at Mount Vernon Doles Center - (the cost of this emergency repair for \$15,432.00 shall be paid from the City's approved budget line A8120.405); be, and the same is hereby approved.

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN EMERGENCY CONTRACTUAL AGREEMENT WITH ZONZINI PIPELINE INC. FOR EMERGENCY SINKHOLE REPAIR AT THE MOUNT VERNON DOLES CENTER

Whereas, in correspondence dated June 16, 2025, the Commissioner of the Department of Public Works formally requested authorization for the Mayor to enter into a contractual agreement with Zonzini Pipeline Inc. to perform emergency sinkhole repair and related infrastructure services at the Mount Vernon Doles Center; and

Whereas, the City of Mount Vernon has a responsibility to ensure the safety, welfare, and uninterrupted access to essential public facilities and services for its residents; and

Whereas, a significant infrastructure failure occurred at the Mount Vernon Doles Center, specifically a leak in the fire sprinkler water main, which revealed a large crack in the foundation of the water main pipe, thereby creating a sinkhole that poses an imminent threat to public health and safety; and

Whereas, Zonzini Pipeline Inc. was contacted to investigate and perform immediate emergency repairs, including the installation of a new iron pipe necessary to restore water service to the Doles Center; and

Whereas, pursuant to Section 6(B) of the City's Procurement Policy, emergency purchases are exempt from standard competitive procurement requirements when an occurrence presents an immediate threat to life, safety, health, welfare, or essential services; and

Whereas, the City has determined that this situation qualifies as an emergency, justifying the immediate engagement of services to prevent further deterioration and harm to public property and safety; and

Whereas, the total cost of said emergency repair is Fifteen Thousand Four Hundred Thirty-Two Dollars (\$15,432.00), which will be funded through budget line A8120.405 of the Department's operating budget; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization. The Mayor is hereby authorized to enter into a contractual agreement with Zonzini Pipeline Inc. to perform emergency sinkhole repair and related infrastructure services at the Mount Vernon Doles Center.

Section 2. Declaration of Emergency. The City Council hereby declares that the condition at the Mount Vernon Doles Center constitutes an emergency as defined under Section 6(B) of the City's Procurement Policy, exempting the procurement from competitive bidding requirements.

Section 3. Funding. The cost of this emergency repair, for \$15,432.00, shall be paid from the City's approved budget line A8120.405.

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) 914-665-2343
email: dpwconcerns@mountvernonny.gov

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

June 16, 2025

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

Re: Emergency Sinkhole Repair – Mount Vernon Doles Center

Dear Honorable City Council Members,

BACKGROUND

I am writing to urgently request the City Council's approval to authorize the City to enter into an emergency contractual agreement with Zonzini Pipeline Inc. This request is essential due to a physical and health hazard and the immediate need to replace and fill a sinkhole.

Zonzini was contacted for the repair of a fire sprinkler water main leak at the Doles Center. A new iron pipe needed to be installed in order for water to be restored to the facility after it was discovered that there was a large crack in the foundation of the water main pipe.

PROCUREMENT POLICY

Section 6. Items Excepted from these Policies and Procedures by the City Council.

B. Emergency Purchases. For purpose of this section, an emergency refers to an occurrence that presents an immediate threat to public property, the life, safety, health, welfare or property of residents or the public, or threatens to curtail or terminate an essential service to residents or the public. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety, property or welfare of the residents or City of Mount Vernon.

FUNDING

The total associated cost for this rehabilitation is \$15,432.00.

Funding for these emergency repairs is available via department budget line A8120.405

Respectfully,

Damani Bush
Commissioner of Public Works
DB/lp

“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) 914-665-2343
email:dpwconcerns@mountvernonny.gov

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

Cc: City Engineer
File

"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
FACEBOOK.
COM/MOUNTVERNONNY

File #: TMP -1437

Agenda Date: 7/9/2025

Agenda #: 5.

Board of Estimate & Contract:

RESOLVED, that an ordinance adopted by the City Council on July 9, 2025, and signed by the Mayor on July 11, 2025, authorizing the Award of a Contract for Pest Management and Control Services for Various Municipal Facilities - (\$26,760 annually for this service is available within Budget Code - DPW Maintenance: A1620.442 - Cleaning); be, and the same is hereby approved.

City Council:

AN ORDINANCE AUTHORIZING THE AWARD OF A CONTRACT FOR PEST MANAGEMENT AND CONTROL SERVICES FOR VARIOUS MUNICIPAL FACILITIES

Whereas, in a letter dated May 29, 2025, the Commissioner of the Department of Public Works formally requested authorization to award a contract to DBM Pest Control, located at 2731 Kingland Avenue, Bronx, NY 10469, for the provision of Pest Management and Control Services for various municipal facilities; and

Whereas, the City of Mount Vernon recognizes the critical importance of maintaining clean and safe municipal facilities for the health, safety, and well-being of employees, constituents, and visitors; and

Whereas, the presence of pests in municipal facilities has become a growing concern, posing health risks and negatively impacting the aesthetics and overall environment of these public spaces; and

Whereas, in response to this concern, the Department of Public Works issued a Request for Proposals (RFP) titled "Pest Management and Control Services for Various Municipal Facilities" to solicit qualified contractors to provide comprehensive pest management and control services; and

Whereas, bids for this project were received and opened on April 1, 2025, in accordance with applicable procurement laws and regulations; and

Whereas, after careful review and evaluation of the bids, the Department of Public Works recommends awarding the contract to the lowest responsible bidder, DBM Pest Control, located at 2731 Kingsland Avenue, Bronx, NY 10469, for an annual cost of Twenty-Six Thousand Seven Hundred Sixty Dollars (\$26,760); and

Whereas, funding for this service is available within Budget Code - DPW Maintenance: A1620.442 - Cleaning; and

Whereas, it is in the best interest of the City of Mount Vernon to enter into this contract to ensure

the proper maintenance and cleanliness of municipal facilities; **Now, Therefore, Be It Resolved That**

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

Section 1. Award of Contract. The Mayor, or their duly authorized designee, is hereby authorized to award a contract to DBM Pest Control, located at 2731 Kingsland Avenue, Bronx, NY 10469, for the provision of Pest Management and Control Services for various municipal facilities.

Section 2. Contract Amount and Funding. The contract shall be awarded for an annual amount not to exceed Twenty-Six Thousand Seven Hundred Sixty Dollars (\$26,760), with funds available under Budget Code DPW Maintenance: A1620.442 - Cleaning.

Section 3. Execution of Documents. The Mayor, the Comptroller, and other appropriate officers of the City of Mount Vernon are hereby authorized and directed to execute all documents and take all actions necessary to carry out the intent of this Ordinance.

Section 4. Effective Date. This Ordinance shall take effect immediately 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) 665-2300 - Fax: (914) 665-2476

DAMANI L. BUSH
Commissioner
ROBERT L. HACKETT
Deputy Commissioner

-?-

May 29, 2025

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

Re: RFP - "Pest Management and Control Services for Various Municipal Facilities- Bid Acceptance

Dear Honorable City Council Members,

With reference to bids received by Your Honorable Body on April 1, 2025, regarding the captioned subject, I herewith recommend that the Contract be awarded to the following lowest Bidder as being in the best interest of the City.

DBM Pest Control
2731 Kingsland Avenue
Bronx, NY 10469
Cost: \$26,760 / Annually

The issue of pests has become a growing concern in our municipal facilities. The presence of these pests not only poses health risk for the employees and constituents that frequent these buildings, but it also has a negative impact on the aesthetics of these public spaces. The Department of Public Works has a duty to uphold the cleanliness of all our municipal buildings.

Funding for this service is available within Budget Code - DPW Maintenance: A1620.442 - Cleaning

Respectfully,

Damani L. Bush
Commissioner of Public Works
DB/db
CC: Buildings Maintenance



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 -1505

Agenda Date: 7/9/2025

Agenda #: 6.

Board of Estimate & Contract:

RESOLVED, that an ordinance adopted by the City Council on July 9, 2025, and signed by the Mayor on July 11, 2025, authorizing the Mayor to Amend the Existing Agreement with Weathertight Systems for Emergency Repairs to Police Station Roofing - (increasing the contract amount by \$19,200, for a total revised contract amount of \$369,575.00 and funding for this project shall be made available through ARPA budget code H 1620.203 C930, BANs, and Operating Budget Code A1620.414); be, and the same is hereby approved.

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO AMEND THE EXISTING AGREEMENT WITH WEATHERTIGHT SYSTEMS FOR EMERGENCY REPAIRS TO THE POLICE STATION ROOFING

Whereas, in correspondence dated June 25, 2025, the Commissioner of the Department of Public Works formally requested authorization for the Mayor to execute an amendment to the existing contractual agreement with Weathertight Systems to include the additional scope of work for the installation of new retrofit drains, increasing the contract amount by \$19,200, for a total revised contract amount of \$369,575.00; and

Whereas, the City Council of the City of Mount Vernon previously authorized the Mayor to enter into a contractual agreement with Weathertight Systems on December 16, 2024, for emergency and necessary repairs to the roof of the Police and Courts building; and

Whereas, these repairs are critical to prevent further costly damage to the internal roofing structure and to safeguard public safety; and

Whereas, during the course of the emergency repairs, it was determined that new retrofit drain installations are needed to adequately complete the work; and

Whereas, this additional scope of work will increase the total contract price by Nineteen Thousand Two Hundred Dollars (\$19,200), resulting in a revised total cost of Three Hundred Sixty-Nine Thousand Five Hundred Seventy-Five Dollars (\$369,575.00); and

Whereas, funding for this project shall be made available through ARPA budget code H

1620.203 C930, BANs, and Operating Budget Code A1620.414; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization to Amend Agreement. The Mayor is hereby authorized to execute an amendment to the existing contractual agreement with Weathertight Systems to include the additional scope of work for the installation of new retrofit drains, increasing the contract amount by \$19,200, for a total revised contract amount of \$369,575.00.

Section 2. Funding. The cost for the amended contract shall be paid from ARPA budget code H 1620.203 C930, BANs, and Operating Budget Code A1620.414, as may be necessary and appropriate.

Section 3. Effective Date. This Ordinance shall take effect immediately upon 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) 914-665-2343
email:dpwconcerns@mountvernonny.gov

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

June 25, 2025

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

Re: Contract Amendment Request – Weathertight Systems Emergency Repairs to the Police Station Roofing

Dear Honorable City Council Members,

I, Damani Bush, Commissioner of Public Works respectfully request legislation authorizing the Mayor to amend the agreement with Weathertight Systems.

An ordinance authorizing the Mayor to enter into a contractual agreement with Weathertight Systems was approved and accepted by City Council on December 16, 2024.

This work is for the emergency and necessary repairs made to the roof of the Police and Courts building. These repairs are to prevent further costly damage to the internal roofing structure as well as safeguard public safety. Due to the additional need for new retrofit drain installations increasing the price by \$19,200, the total cost of the repairs is now \$369,575.00.

The funding shall be available via ARPA budget code H1620.203 C930, BANs , and operating budget code A1620.414.

Respectfully,

A handwritten signature in blue ink, appearing to read "DB", with a long horizontal flourish extending to the right.

Damani Bush
Commissioner of Department of Public Works

DB/lp

CC: Comptroller
File

“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
FACEBOOK.
COM/MOUNTVERNONNY

File #: TMP -1500

Agenda Date: 7/9/2025

Agenda #: 7.

Board of Estimate & Contract:

RESOLVED, that a resolution adopted by the City Council on July 9, 2025, and signed by the Mayor on July 11, 2025, authorizing the Department of Recreation to Co-Sponsor the Rescheduled “City Fest 2025” (Business Food and Culture Expo) with the Friends of Mount Vernon, Recreation and Youth Programs, Inc., and Providing for Necessary Street Closures, City Services and Support - (Saturday, September 20, 2025, with a rain date of Sunday, September 21, 2025. Funding for this event shall be reflected in Budget Code A7620.457, in an amount not to exceed Twenty-Five Thousand Dollars (\$25,000). The Department of Recreation shall provide necessary personnel and cover overtime expenses for Police Officers as part of the co-sponsorship agreement); be, and the same is hereby approved.

City Council:

**AN ORDINANCE AUTHORIZING THE
DEPARTMENT OF RECREATION TO CO-SPONSOR
THE RESCHEDULED ‘CITY FEST 2025’ (BUSINESS,
FOOD AND CULTURE EXPO) WITH THE FRIENDS
OF MOUNT VERNON, RECREATION AND YOUTH
PROGRAMS, INC., AND PROVIDING FOR NECESSARY
STREET CLOSURES, CITY SERVICES, AND SUPPORT**

Whereas, in correspondence dated June 27, 2025, the Deputy Commissioner of the Department of Recreation formally requested authorization to co-sponsor the rescheduled *City Fest 2025* with the Friends of Mount Vernon, Recreation and Youth Programs, Inc.; and

Whereas, the City Council of the City of Mount Vernon previously approved *City Fest 2025* during its regular meeting held on April 23, 2025; and

Whereas, due to rescheduling, the event will now be held on Saturday, September 20, 2025, with a rain date of September 21, 2025, between the hours of 1:00 p.m. and 8:00 p.m.; and

Whereas, the Department of Recreation desires to co-sponsor this event to promote local business, food, arts, and cultural engagement; and

Whereas, it is necessary to close certain streets, post signage, direct municipal departments to provide services, and implement public safety measures to ensure the success and safety of *City Fest 2025*; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization to Co-Sponsor Event. The City of Mount Vernon Department of Recreation is hereby authorized to co-sponsor *City Fest 2025* with the Friends of Mount Vernon, Recreation and Youth Programs, Inc., on Saturday, September 20, 2025, with a rain date of Sunday, September 21, 2025.

Section 2. Event Time and Location. *City Fest 2025* shall be held between the hours of 1:00 p.m. and 8:00 p.m. on the designated date(s).

Section 3. Street Closures. The following streets shall be closed to vehicular traffic from 4:00 a.m. to 10:00 p.m. on the day of the event:

- (a) Gramatan Avenue from Lincoln Avenue to Sidney Avenue;
- (b) Oakley Avenue from Crary Avenue to Gramatan Avenue;
- (c) North Street between Gramatan Avenue and North 5th Avenue;
- (d) North 3rd Avenue from Sidney Avenue to Oakley Avenue.

In addition, the Department of Public Works (DPW) shall place barricades at the following specific locations to secure the event perimeter:

- 1. North Street and Gramatan Avenue
- 2. North Street and North 5th Avenue
- 3. West Sidney Avenue and North 5th Avenue
- 4. Crary Avenue and East Sidney Avenue
- 5. North 3rd Avenue and Oakley Avenue
- 6. Gramatan Avenue and East Prospect Avenue
- 7. East Sidney Avenue and Park Avenue (no westbound traffic)
- 8. East Prospect Avenue and North 3rd Avenue
- 9. Oakley Avenue and Park Avenue
- 10. East Sidney Avenue and Gramatan Avenue
- 11. Crary Avenue and Oakley Avenue
- 12. Gramatan Avenue and Lincoln Avenue (no southbound traffic)

Section 4. Signage. DPW shall place “No Parking” signs on all affected streets at least seventy-two (72) hours before the event. The Department of Public Safety and Parking Bureau shall

post street closure signs by Monday, September 13, 2025, and enforce all closures during the event.

Section 5. Public Safety Staffing. Due to the large number of attendees anticipated, the Patrol Division is authorized and directed to deploy Plug-Ins, assign four (4) Police Supervisors, forty-six (46) Police Officers, and thirteen (13) School Crossing Guards to ensure proper crowd control, security, and traffic management. Police personnel assigned on overtime shall be compensated by the Department of Recreation.

Section 6. Use of Public Space. The event organizers are permitted to use the street beds and sidewalks within the closed areas for booths, tents, vendor stalls, outdoor dining areas, tables, chairs, and art displays for the duration of the event.

Section 7. City Services. The Departments of Public Safety, Public Works, Water, and Fire are authorized to provide necessary assistance and support to ensure the safe and successful execution of *City Fest 2025*.

Section 8. Promotional Banners. Permission is granted to display promotional banners throughout the City to advertise *City Fest 2025*.

Section 9. Stage Placement. Permission is granted for the placement of a stage on Gramatan Avenue between Lincoln Avenue and Oakley Avenue, in front of “the Circle,” provided that “the Circle” itself shall remain open.

Section 10. Funding. Funding for this event shall be reflected in Budget Code A7620.457, in an amount not to exceed Twenty-Five Thousand Dollars (\$25,000). The Department of Recreation shall provide necessary personnel and cover overtime expenses for Police Officers as part of the co-sponsorship agreement.

Section 11. Effective Date. This Ordinance shall take effect immediately upon approval by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, NY
DEPARTMENT OF RECREATION

SHAWYN PATTERSON-HOWARD
Mayor

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

KATHLEEN WALKER- PINCKNEY
Commissioner
ANDRÉ G. EARLY
Deputy Commissioner

June 27, 2025

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

RE: City Fest 2025 - AMENDED

Dear Honorable City Council Members:

While we submitted initially, and subsequently approved during the April 23, 2025 meeting of the City Council, this letter comes to request that the City Council enact legislation that will allow the Department of Recreation to co-sponsor 'City Fest' (Business, Food and Culture Expo) with the Friends of Mount Vernon, Recreation and Youth Programs, Inc. on the RESCHEDULED day of Saturday, September 20, 2025 (rain date September 21, 2025). The event will take place during the hours of 1:00 pm and 8:00 pm. The specific set-up and details are as follows:

- Permission to close the following streets on Saturday, September 20, 2025, from 4:00 am to 10:00 pm:
 - Gramatan Avenue from Lincoln Avenue to Sidney Avenue
 - Oakley Avenue from Crary to Gramatan Avenue
 - North Street from Crary to Gramatan Avenue to North 5th Avenue
 - North 3rd Avenue from Sidney Avenue to Oakley Avenue
- Permission to direct the Department of Public Safety and Parking to post street closing signs indicating the above street closure locations and times. These signs will need to be posted by Monday, September 13th.
- Permission to use street beds and sidewalks to set up booths, tents, tables, and chairs to accommodate outdoor dining, food, merchandise, and art vendors.
- Permission to authorize the Departments of Public Safety, Public Works, Water, and Fire to assist with the event.
- Permission to display banners throughout the city promoting 'City Fest'.
- Permission to authorize a stage placement on Gramatan Avenue between Lincoln Avenue and Oakley, in front of "the Circle". Please note that "the Circle" itself will not be closed.

Funds for this event will be reflected in Budget Code A7620.457, not to exceed \$25,000. The Department of Recreation will provide personnel as part of the co-sponsorship. If you have any further questions or concerns regarding this correspondence, please do not hesitate to contact the department at 914-665-2420.

Sincerely,

André G. Early 
André G. Early

Deputy Commissioner

cc: Office of the Mayor
Office of the Comptroller
Corporation Council
File



CITY OF MOUNT VERNON, N.Y.
FIRE DEPARTMENT

SHAWYN PATTERSON-HOWARD
Mayor

Fire Headquarter – 470 East Lincoln Avenue
Mount Vernon, NY, 10550
(914) 665-2611 – Fax: (914) 665-2631

Kevin B. Holt
Fire Commissioner
Theodore W. Beale Jr.
Deputy Fire Commissioner
Juan A. Peralta
Chief of Operations

Through the office of the Mayor

Honorable Members of the City Council
1 Roosevelt Square
Mount Vernon, New York 10220

Re: City Fest 2025

June 30, 2025

Dear Honorable City Council Members:

The City of Mount Vernon Fire Department has no objections to City Fest 2025 on Saturday September 20, 2025, (Rain date: Sunday September 21, 2025).

The celebration will be held at Hartley Park from 1:00pm until 10:00pm, we further understand that the following streets will be closed due to the celebration.

- Gramatan Avenue from Lincoln Avenue to Sidney Avenue
- Oakley Avenue from Crary Avenue to Gramatan Avenue
- North 3rd Avenue from Crary Avenue to Gramatan Avenue to North 5th Avenue
- North 3rd Avenue from Sidney Avenue to Oakley Avenue

Respectfully submitted:

Theodore W. Beale, Jr.
Deputy Fire Commissioner

“The Jewel of Westchester”



CITY OF MOUNT VERNON, N.Y.
FIRE DEPARTMENT

SHAWYN PATTERSON-HOWARD
Mayor

Theodore W. Beale Jr.
Deputy Fire Commissioner

Fire Headquarter – 470 East Lincoln Avenue
Mount Vernon, NY, 10550
(914) 665-2611 – Fax: (914) 665-2631

Kevin B. Holt
Fire Commissioner
Theodore W. Beale Jr.
Deputy Fire Commissioner
Juan A. Peralta
Chief of Operations

“The Jewel of Westchester”



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



(914) 665-2504 FAX (914) 665-2559

*Lt. Janie McKennie
Commanding Officer*

*Sgt. Curtis Subryan
Sergeant*

*Sgt. Kareem Lloyd
Sergeant*

Date: June 30, 2025

To: Office of the Police Commissioner

From: Captain Michael Goldman -- Support Services Division

Subject: City Fest 2025

The Department of Recreation is sponsoring City Fest to be held on Gramatan Avenue between Oakley Avenue and East Prospect Avenue. This event is scheduled for September 20, 2025 from 1300-2000 hours with a rain date of September 21, 2025.

The organizers propose the closure of the following City Streets:

1. Gramatan Avenue between Oakley Avenue and East Prospect Avenue
2. Oakley Avenue Between Crary Avenue and Gramatan Avenue
3. North Street between Gramatan Avenue and North 5th Avenue
4. North 3rd Avenue from Sidney Avenue to Oakley Avenue

If the permit is approved, the undersigned recommends DPW place barricades at the following locations:

1. North Street and Gramatan Avenue
2. North Street and North 5th Avenue
3. West Sidney Avenue and North 5th Avenue
4. Crary Avenue and East Sidney Avenue
5. North 3rd Avenue and Oakley Avenue
6. Gramatan Avenue and East Prospect Avenue
7. East Sidney Avenue and Park (no W/B traffic)
8. East Prospect Avenue and North 3rd Avenue
9. Oakley Avenue and Park Avenue
10. East Sidney Avenue and Gramatan Avenue
11. Crary Avenue and Oakley Avenue

12. Gramatan Avenue and Lincoln Avenue (no S/B traffic)

Additionally, the Department of Public Works should place "No Parking" signs on the above listed streets at least seventy- two (72) hours before the event.

Due to the large amount of people expected to attend this event, it is recommended that the Patrol Division utilize Plug- Ins, hire police personnel to assist with crowd control and security, and hire supervisors assigned to this detail to ensure proper operations. I further recommend utilizing School Crossing Guards to assist with traffic control. It is recommended 4 Police Supervisors, 46 Police Officers, and 13 School Crossing Guards. It is recommended that officers hired on overtime be compensated by the Recreation Department.



Captain Michael ; Goldman
Support Services Division

**CC: Patrol Division
Parking Bureau**



6/30/25



CITY OF MOUNT VERNON, NY
DEPARTMENT OF RECREATION

SHAWYN PATTERSON-HOWARD
Mayor

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

KATHLEEN WALKER- PINCKNEY
Commissioner
ANDRÉ G. EARLY
Deputy Commissioner

June 27, 2025

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

RE: City Fest 2025 - AMENDED

Dear Honorable City Council Members:

While we submitted initially, and subsequently approved during the April 23, 2025 meeting of the City Council, this letter comes to request that the City Council enact legislation that will allow the Department of Recreation to co-sponsor ‘City Fest’ (Business, Food and Culture Expo) with the Friends of Mount Vernon, Recreation and Youth Programs, Inc. on the **RESCHEDULED** day of Saturday, September 20, 2025 (rain date September 21, 2025). The event will take place during the hours of 1:00 pm and 8:00 pm. The specific set-up and details are as follows:

- Permission to close the following streets on Saturday, September 20, 2025, from 4:00 am to 10:00 pm:
 - Gramatan Avenue from Lincoln Avenue to Sidney Avenue
 - Oakley Avenue from Crary to Gramatan Avenue
 - North Street from Crary to Gramatan Avenue to North 5th Avenue
 - North 3rd Avenue from Sidney Avenue to Oakley Avenue
- Permission to direct the Department of Public Safety and Parking to post street closing signs indicating the above street closure locations and times. These signs will need to be posted by Monday, September 15th.
- Permission to use street beds and sidewalks to set up booths, tents, tables, and chairs to accommodate outdoor dining, food, merchandise, and art vendors.
- Permission to authorize the Departments of Public Safety, Public Works, Water, and Fire to assist with the event.
- Permission to display banners throughout the city promoting ‘City Fest’.
- Permission to authorize a stage placement on Gramatan Avenue between Lincoln Avenue and Oakley, in front of “the Circle”. Please note that “the Circle” itself will not be closed.

Funds for this event will be reflected in Budget Code A7620.457, not to exceed \$25,000. The Department of Recreation will provide personnel as part of the co-sponsorship. If you have any further questions or concerns regarding this correspondence, please do not hesitate to contact the department at 914-665-2420.

Sincerely,

André G. Early
Deputy Commissioner

cc: Office of the Mayor
Office of the Comptroller
Corporation Council
File



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

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY. 10550
(914) 914-665-2343
email: dpwconcerns@mountvernonny.gov

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

June 30, 2025

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

RE: City Fest 2025

Please be advised that the Department of Public Works has no objections to your event on City Fest Event scheduled for September 20, 2025 (Rain date September 21, 2025). Public Works will place No parking 72 hours in advance and will place barricades for the following street closures:

- North Street and Gramatan Avenue
- North Street and North 5th Avenue
- West Sidney Avenue and North 5th Avenue
- Crary Avenue and East Sidney Avenue
- North 3rd Avenue and Oakley Avenue
- Gramatan Avenue and East Prospect Avenue
- East Sidney Avenue and Park (no W/B traffic)
- East Prospect Avenue and North 3rd Avenue
- Oakley Avenue and Park Avenue
- East Sidney Avenue and Gramatan Avenue
- Crary Avenue and Oakley Avenue
- Gramatan Avenue and Lincoln Avenue (no S/B traffic)

In addition to street closures, Public will collect trash post event and conduct several pickups of trash collection post trash collection by recreation.

Best regards,

John Nukulovic
Deputy Commissioner of Public Works
JN/dg



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 -1501

Agenda Date: 7/9/2025

Agenda #: 8.

Board of Estimate & Contract:

RESOLVED, that a resolution adopted by the City Council on July 9, 2025, and signed by the Mayor on July 11, 2025, authorizing the Department of Recreation to Co-Sponsor the Back-to-School Backpack Event with Henry Allen and the Buddy White Project - (Saturday, August 2, 2025. Funding for the City's portion of staffing and support services shall not exceed Three Thousand Dollars (\$3,000.00) for minimal staff support shall be allocated from Budget Code A7620.457); be, and the same is hereby approved.

City Council:

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

Whereas, in correspondence dated June 30, 2025, the Commissioner of the Department of Recreation formally requested authorization to co-sponsor the 2025 Back-to-School Backpack Event with Mr. Henry Allen and the Buddy White Project on Saturday, August 2, 2025; and

Whereas, the City of Mount Vernon recognizes the importance of supporting youth and families through educational initiatives and community partnerships; and

Whereas, the Buddy White Project, founded by Mr. Henry Allen, is committed to investing time and resources in early childhood education, positively impacting the City's youth, particularly students in kindergarten through 8th grade; and

Whereas, the Department of Recreation seeks to co-sponsor a Back-to-School Backpack Event with Mr. Henry Allen and the Buddy White Project to distribute school supplies and resources to local children; and

Whereas, the event is scheduled to take place on Saturday, August 2, 2025, from 11:00 a.m. to 4:00 p.m., with setup beginning at 8:00 a.m. and cleanup to follow, primarily at The Doles Recreation Center with additional activities at 4th Street Park; and

Whereas, the Department of Public Works has no objections to the Buddy White Back-to-School Backpack Event scheduled for Saturday, August 2, 2025, from 11:00 a.m. to 8:00 p.m., being held at The Doles Center / 4th Street Park, and will place "No Parking Signs" 72 hours in advance and

drop barricades for street closures on 7th Avenue between 3rd and 4th Streets; and

Whereas, the City of Mount Vernon Fire Department has no objections to the Back-to-School Backpack Event on Saturday, August 2, 2025; and

Whereas, it is further understood that South Seventh Avenue between West Third Street and West Fourth Street will be closed due to the event; and

Whereas, the City recognizes the need for these road closures to ensure the safety of participants; and

Whereas, in the event of inclement weather, the event will be held solely at The Doles Recreation Center at the same scheduled time; and

Whereas, the cost for this event will be allocated from Budget Code A 7620.457 and is not expected to exceed Three Thousand Dollars (\$3,000.00) for minimal staff support; and

Whereas, the City requests that the Mount Vernon Auxiliary Police provide patrol and support to ensure the safety and well-being of all participants; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization. The Mayor and the Department of Recreation are hereby authorized to co-sponsor the 2025 Back-to-School Backpack Event with Mr. Henry Allen and the Buddy White Project on Saturday, August 2, 2025.

Section 2. Event Location and Time. The event shall primarily be held at The Doles Recreation Center and 4th Street Park from 11:00 a.m. to 4:00 p.m., with setup commencing at 8:00 a.m. and cleanup to follow. In the event of inclement weather, the event shall be held solely at The Doles Recreation Center at the same scheduled time.

Section 3. Street Closure. The Department of Public Works shall place “No Parking Signs” at least 72 hours in advance and drop barricades for street closures. The Department of Public Works and the Mount Vernon Police Department shall take necessary actions to close South Seventh Avenue between West Third Street and West Fourth Street for the duration of the event to ensure public safety.

Section 4. Funding. Funding for the City’s portion of staffing and support services shall not exceed Three Thousand Dollars (\$3,000.00) and shall be allocated from Budget Code A 7620.457.

Section 5. Auxiliary Police Support. The Mount Vernon Auxiliary Police are hereby authorized and requested to provide patrol and crowd control support during the event.

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



CITY OF MOUNT VERNON, NY
DEPARTMENT OF RECREATION

SHAWYN PATTERSON-HOWARD
Mayor

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

KATHLEEN WALKER-PINCKNEY
Commissioner
ANDRÉ G. EARLY
Deputy Commissioner

June 30, 2025

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

Re: 2025 Buddy White Project

Dear Honorable Council Members:

This letter requests that the city enact legislation to allow the Recreation Department to co-sponsor the Back-to-School Backpack event with Henry Allen and the Buddy White Project on Saturday, August 2, 2025. The event will run from 11:00 a.m. to 4:00 p.m., with setup commencing at 8:00 a.m. and cleanup to follow the event. The location for this event will primarily take place at The Doles Recreation Center, with additional venues including 4th Street Park. We also request the closure of 7th Avenue between 3rd and 4th Streets. In the event of inclement weather, the event will solely take place in the Doles Recreation Center, and the requested times will remain the same.

The Buddy White Project, founded by Mr. Henry Allen, is an organization dedicated to investing time and resources in early childhood educational initiatives. This Back-to-School Event, will positively impact the city's youth, predominantly in grades Kindergarten through 8th. We will collaborate with local community-based organizations, and corporations for resources, supplies, and referrals. We will supply more details along with the resources to be distributed in the future.

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

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

Sincerely,

Kathleen Walker-Pinckney
Commissioner

cc: Office of the Mayor
Office of the Comptroller
Corporation Council
File



CITY OF MOUNT VERNON, N.Y.
FIRE DEPARTMENT

SHAWYN PATTERSON-HOWARD
Mayor

Fire Headquarter – 470 East Lincoln Avenue
Mount Vernon, NY, 10550
(914) 665-2611 – Fax: (914) 665-2631

Kevin B. Holt
Fire Commissioner
Theodore W. Beale Jr.
Deputy Fire Commissioner
Juan A. Peralta
Chief of Operations

Through the office of the Mayor

Honorable Members of the City Council
1 Roosevelt Square
Mount Vernon, New York 10220

Re: 2025 Buddy White Project

June 30, 2025

Dear Honorable City Council Members:

The City of Mount Vernon Fire Department has no objections to the Back-to-School Backpack event on Saturday August 2, 2025.

The Backpack Event will be held at the Dole's Recreation Center from 11:00am until 4:00pm, we further understand that South Seventh Avenue between West Third Street and West Fourth Street will be closed due to the event.

Respectfully submitted:

Theodore W. Beale, Jr.
Deputy Fire Commissioner

Theodore W. Beale Jr.
Deputy Fire Commissioner

"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) 914-665-2343
email:dpwconcerns@mountvernonny.gov

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

June 30, 2025

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

RE: Buddy White Book Bag Give Away

Please be advised that the Department of Public Works has no objections to your event Buddy White Book Bag Give Away Free scheduled for Saturday August 2, 2025 11:00AM-8:00PM, being held at Doles Center/4th Street Park. Public Works will place No Parking Signs 72 hours in advance and drop barricades for street closures on 7th Avenue between 3rd and 4th Street.

Best regards,

John Nuculovic
Deputy Commissioner of Public Works
JN/dg



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 3, 2025

To: Office of the Police Commissioner

From: Commanding Officer, Support Services Division

Subject: Bookbag Giveaway 2025

Mr. Henry Allen has applied for a special event bookbag giveaway to be held at the Doles Center and the 4th Street Park Basketball courts on Saturday August 2, 2025. The applicant has advised that the event time is 1100 hours to 1600 hours, and the setup time will begin at 0800 hours. The applicant further stated that cleanup/ breakdown will be conducted between 1600 hours and 1800 hours. The applicant expects approximately 500+ people in attendance. The applicant is also requesting to have S. 7th Avenue between 3rd St. and 4th St. closed to vehicular traffic.

- **DPW to provide barricades for the street closure on 7th. Ave. at 3rd St.**

The Department of Public Safety has a concern about the potential for large crowds that may result in disturbances. Therefore, it is recommended that Patrol hire two (2) police officers to be assigned to this detail for presence, traffic control, and to ensure public safety.

It is requested that the Auxiliary Police be assigned to this event. It is also recommended that the patrol supervisor and sector car monitor the event. If additional manpower is needed, the patrol supervisor should be authorized to hire the necessary number of officers, on an overtime basis.

Captain Michael Goldman
 Commanding Officer
 Support Services Division

CC: Patrol Division
Parking Bureau

7/3/25

Shawyn Patterson-Howard
Mayor



Kathleen Walker Pinkney
Commissioner
Andre G. Early
Deputy Commissioner

Department of Recreation EVENT FACILITIES REQUEST FORM

Please PRINT CLEARLY

Applicant's Name: Buddy White Project inc Phone #: 877 907 1847
 Email: Buddywhiteproject@gmail.com Organization (if applicable) _____
 Address: 177 W. Hudson Ave City Greenwich State CT Zip 06830

EVENT INFORMATION

Name/Type of Event: Book Bag Give away Number of Attendees: 500+
 Name of Facility Requested: 4th Floor Ground, Doles Center Specific Area: Basketball Court / ^{Poles} _{Doles Lawn}
 EVENT DATE: 8/2/25 SET UP TIME: 8:00 a.m. p.m.
 START TIME: 11:00 a.m. p.m. END TIME: 4:00 a.m. p.m.

Equipment Requested: (Additional fees may apply)

CHAIRS: (qty) TABLE(S): (qty) PODIUM: MICROPHONE(S) _____ (qty, max 2)
 Will Participants be charged a fee? YES - PARTICIPANT - How much: \$ _____ NO
 Will there be vendors at the event? YES - What is the vendor permit fee: \$ 0 NO
 Will there be merchandise for sale? YES - Provide list of items & prices: \$ _____ NO

If you selected YES to any of the above questions, please know that you will have to apply for a Temporary Use Authorization Vending Permit.

Describe in detail, activities planned. List all items to be distributed (sale or distribution of food, products, promotional material, celebrities, speeches, etc.). MUST BE COMPLETED, include separate sheet if necessary:

Book Bag Give away with activities all day

Check One	FACILITY	Rental Hours	RENTAL FEE	NO BALLONS ALLOWED IN INDOOR FACILITIES IMPORTANT: The applicant must provide the Department of Recreation with a Public Liability Insurance Policy indicating combined single limit bodily injury and property damage coverage in the amount not less than \$1,000,000. The coverage must include the City of Mount Vernon, NY as an additional insured.
<input type="checkbox"/>	ARMORY	4-hour rental	\$350 + \$100 ea additional hour	
<input type="checkbox"/>	BRUSH PARK PICNIC AREA	6-hour rental	\$400 + \$100 ea additional hour	
<input type="checkbox"/>	DOLES SENIOR ROOM	4-hour rental	\$300 + \$100 ea additional hour	
<input type="checkbox"/>	DOLES THEATER	4-hour rental	\$450 + \$100 ea additional hour	
<input type="checkbox"/>	HARTLEY SENIOR PAVILLION	6-hour rental	\$400 + \$100 ea additional hour	

***A deposit of at least 50% of the fee when application is submitted and the final payment & insurance certificate due no later than 7 days prior to the event or the event is subject to cancellation without refund.

Signature _____ Date 5/20/2025

Event Facilities Application Rules and Regulations

1. SIGNS

Licensee shall not post, distribute, display, or dispense by any means - tickets, pamphlets, handbills/flyers, palm cards, signs or any advertising material with the written approval of the Commissioner of the Department of Recreation or department designee. In the event of a violation of aforementioned, this contract is subject to cancellation and refund policy.

2. POLICING OF PREMISES:

The licensee shall provide adequate policing of the grounds and buildings. The Licensee shall be responsible for the maintaining of order and decorum during the event.

3. FOOD AND BEVERAGES:

SMOKING AND ALCOHOLIC BEVERAGES ARE ABSOLUTELY PROHIBITED ... However, food and non-alcoholic beverages shall be allowed only in designated areas with special permission and approval by the Commissioner of the Department of Recreation or department designee.

4. BALLOONS AND USE OF THE KITCHEN ARE PROHIBITED:

There will be a \$200.00 fine if balloons are stuck to the ceiling by the Licensee All decorative materials must be grounded.

5. HOURS OF OPERATION:

Participants must be out of the building no later than times stated on the Contract

6. POSTPONEMENT:

In the event that any of the scheduled events are postponed, they may be rescheduled at an available date.

7. DAMAGE DEPOSIT:

Amount to be determined based on scheduled event.

8. INSURANCE:

No permit will be issued until the applicant has filed a public liability insurance policy, indicating combined single bodily injury and property damage coverage in the amount of at least one million dollars (\$1,000,000.00); the City of Mount Vernon, New York as an additional name insured. Certificate must be submitted at least 7 days prior to event.

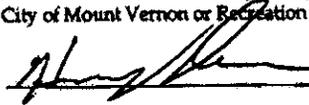
9. ADEQUATE SECURID FORCE:

The Commissioner of the Department of Recreation or the department designee reserves the right to require the Licensee to hire uniformed Mount Vernon Police Officers as a security force. This entire cost is payable by the Licensee in advance by money order. The number of officers is to be determined by the Commissioner of Police.

10. CANCELLATION:

In the event of cancellation by the licensee 30 days or more prior to the event, the deposit is refundable unless a processing fee of 25% of the rental cost. No refund will be issued if canceled less than 30 days prior to the event. The Department of Recreation reserves the right to cancel the event without refund for failure to pay all fees and submit insurance at least 7 days prior to the event.

As the applicant, I hereby certify that the information I have provided on this form is completed and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application and the Rules & Regulations of the City of Mount Vernon Department of Recreation. I understand that failure to do so may lead to the cancellation of the event, any time prior to and during the event, the denial of future permit applications, and/or other legal actions by the City of Mount Vernon or Recreation Department.

APPLICANT'S SIGNATURE: 

DATE: 5/20/25

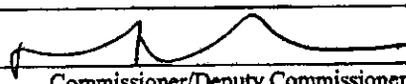
Official Use only:

Name/Type of Event: Book Bag Giveaway EVENT DATE: 8/2/2025

Name of Facility Requested: Dales Center 144 Street Park Specific Area: Park/Dales Center

Approved: Denied:

Comment: _____

Commissioner Signature: 
Commissioner/Deputy Commissioner

Payment:

Deposit \$ _____ Receipt # _____ Rcvd By _____ Date: _____ Bal Due: \$ _____

Final Payment \$ _____ Receipt # _____ Rcvd By _____ Date: _____



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of RECREATION

SHAWYN PATTERSON-HOWARD
Mayor

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

KATHLEEN WALKER-PINCKNEY
Commissioner
ANDRÉ G. EARLY
Deputy Commissioner

EVENT INFORMATION

Name of Event: Book Bag Give away Date of Event: 8/2/25
Facility/Location Requested: 4th Playground, Toles Center
Sponsoring Organization's Name: Buddy White Project Inc
Address: 177 W Putnam Ave
City: Greenwich State: CT Zip: 06830 County: Fairfield
Email: Buddy White Project@gmail.com Driver's License No. 253 949 023
Type of Organization: For Profit: Not-for-Profit: X Nonprofit: Personal (Individual):
Federal Tax-Exempt ID# 93-3051413

Description

Is your event: Private: Public: X Cost per attendee: \$

Number of attendees expected: 500+ Day(s) of the week being requested: Saturday

Time

Event Date(s): 8/2/25 Event Hours: 11:00 AM PM TO 4:00 AM PM

Set-up Date(s): 8/2/25 Set-up Hours: 8:00 AM PM TO 11:00 AM PM

Break-Down Date(s): 8/2/25

Break-Down Hours: 4:00 AM PM TO 6:00 AM PM

Primary Contact Information:

Name: Henry Allen

Phone: 877 907 1847

Email: Buddy White Project@gmail.com

Signature: [Handwritten Signature]

Secondary Contact Information:

Name:

Phone:

Email:

Date:

Official Use Only:

Price: Deposit: Date: Rc'vd by:
Paid Deposit: Date: Rc'vd by:

'The Jewel of Westchester'



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of RECREATION

SHAWYN PATTERSON-HOWARD
Mayor

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

KATHLEEN WALKER-PINCKNEY
Commissioner

ANDRÉ G. EARLY
Deputy Commissioner

SPECIFIC REQUIRED REGULATIONS:

Please ensure your completed application has all of the following including:

- 1) A diagram/map of your event
- 2) Signed and notarized Licensee Certification
- 3) Signed and notarized Hold Harmless Agreement
- 4) Completed Request for Police Officers for outside services
- 5) Completed Banner Permit Application
- 6) A \$100.00, \$200.00 or \$300.00 non-refundable payment made out to the City of Mount Vernon to process the application for approval
- 7) All certificates of insurance, as required per policy, from your organization and/or vendor(s) naming the City of Mount Vernon as additionally insured
- 8) Completed permit request(s), with all required Certificate of Insurance Forms
- 9) Copies of all licenses

Payment of any applicable fees at least (14) days prior to the event date Thank you, again for choosing the City of Mount Vernon to host your event!

"The Jewel of Westchester"



Shawyn Patterson-Howard
Mayor

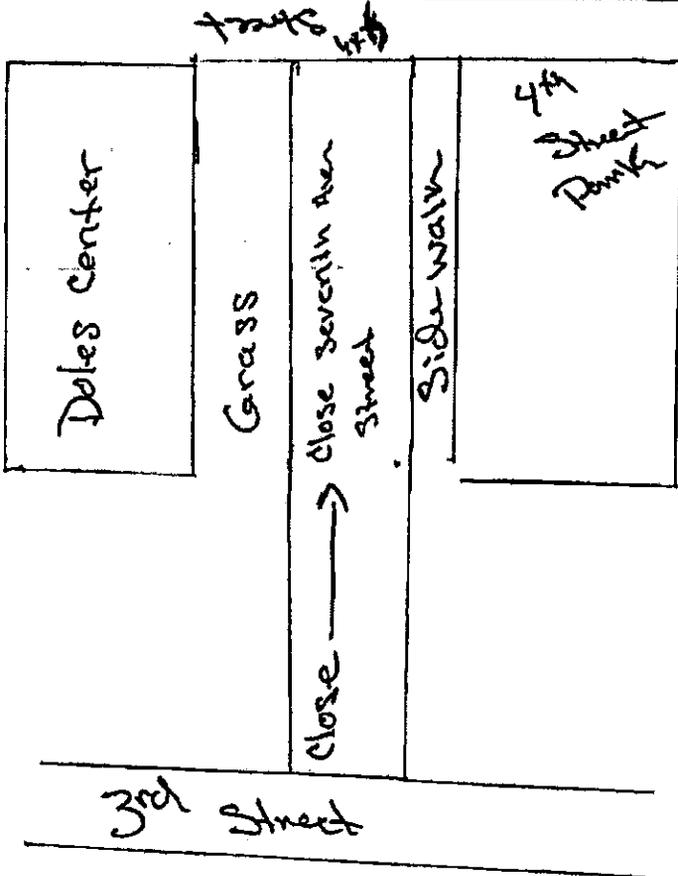
Department of Recreation
Room 11 - City Hall, Mount Vernon, NY 10550
(914)665-2427/(914)665-2421

Kathleen Walker-Pinckney
Commissioner

What kind of event are you hosting?

Book Bag Give-a-way

A written detailed description of the Event in addition to a drawing/attach a diagram and/or map of the proposed event site/layout/route. Ensure that you specify any requests for, street closures, pyrotechnics/fires, any city services you need etc.





CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of RECREATION

SHAWYN PATTERSON-HOWARD
Mayor

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

KATHLEEN WALKER-PINCKNEY
Commissioner
ANDRÉ G. EARLY
Deputy Commissioner

HOST

What kind of event are you hosting?

Book Bag Giveaway

A written detailed description of the Event in addition to a drawing/attach a diagram and/or map of the proposed event site/layout/route. Ensure that you specify any requests for, street closures, pyrotechnics/fires, any city services you need etc.



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of RECREATION

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KATHLEEN WALKER-PINCKNEY
Commissioner

ANDRÉ G. EARLY
Deputy Commissioner

ALCOHOL/BEVERAGE

At your event, you will offer:

- Alcohol Sales: ___ YES NO OR Distribution: ___ YES NO
- Alcohol Types:
- Type Wine/Beer: ___ YES ___ NO Hard Liquor: ___ YES NO
- Concession Stand: ___ YES NO
- Merchandise sales: ___ YES NO
- Fireworks/pyrotechnics company: ___ YES NO
- Inflatable Devices: YES ___ NO
- Banners/Signage: YES ___ NO
- Mechanical rides: ___ YES NO

Are you bringing in any special equipment such as:

- Large trailers(lbs.): ___ YES NO
- Lighting: ___ YES NO
- Sound equipment: YES ___ NO
- Tents Size: YES ___ NO Size 10 10 (Permit may be required)
- Grills: ___ YES NO
- Generator: YES ___ NO
- Stages/Props/Production Equipment: ___ YES NO Type ___

If other, Please Explain: _____

"The Jewel of Westchester"



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of RECREATION

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(914) 665-2420 - Fax: (914) 665-2421

KATHLEEN WALKER-PINCKNEY
Commissioner
ANDRÉ G. EARLY
Deputy Commissioner

DPW Equipment Request Form

All request for equipment or service rendered by DPW must be reviewed and approved by the DPW Commissioner. No equipment is guaranteed until approved by the Commissioner and confirmed on your Special Events Permit.

Date of Submission: 5/20/25

Event Date: 8/2/25

Name of Applicant/Organization: Buddy White Project inc

Name of contact person: Henry Allen

Address: 177 W Putnam Ave Greenwich CT 06830

Phone Number: 877 907 1847 Fax Number: _____

Additional Lighting: YES NO
(An additional \$250.00/per item)

Access to electricity: YES NO

Stage: YES NO

Trash Cans: YES NO

Wooded Barricades: YES NO

DPW Commissioner's Signature: _____

For Office Use Only

DPW Approval: _____ Permit # Assigned: _____ Date: _____



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of RECREATION

SHAWYN PATTERSON-HOWARD
Mayor

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

KATHLEEN WALKER-PINCKNEY
Commissioner

ANDRÉ G. EARLY
Deputy Commissioner

DPW/BANNER PERMIT APPLICATION

Please complete the following information to request permission from the Department of Public Works to hang a Banner and/or request equipment. Requests will be processed on a first-come/paid, first-serve basis and will be subject to a \$120.00 service fee per sign.

Date of Submission: 8/20/25

Event: Date: 8/2/25

Name of Applicant/Organization: Buddy White Pro Sect Inc

Name of contact person: Henny Allen

Address: 177 W Putnam Ave Greenwich ct 06830

Phone Number: 877.907.1847 Fax Number: _____

Email Address: BuddyWhiteProSect@gmail.com

Number of signs: 2

Dates to Display Banner(s) Start: 8/2/25 End 8/2/25 (Maximum 14 days)

Banner Specifications:

1. Banner shall be made of a material capable of sustaining severe weather and high wind conditions.
2. Maximum dimension 4' high 15' length.
3. Include Air Holes.
4. Have attached metal eyelet spaced every two feet (21-
5. Supplied with one hundred (100-foot length of one quarter inch (1/4) nylon rope)

Upon approval the banner must be delivered to the Public Works Department, two weeks prior to the event. At the end of the event, please pick-up your banner at the above location within seventy-two (72) hours. If it is not picked-up, it may be discarded.

As a condition of approval, the applicant agrees that the City shall not be responsible to maintain the banner or correct placement of the banner (which may be needed as a result of winds, etc.) once the banner is installed. The City may take corrective actions at its discretion and as convenient to the Commissioner of Public Works or Designee.

"The Jewel of Westchester"



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of RECREATION

SHAWYN PATTERSON-HOWARD
Mayor

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One Roosevelt Square - Room 11
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(914) 665-2420 - Fax: (914) 665-2421

KATHLEEN WALKER-PINCKNEY
Commissioner
ANDRÉ G. EARLY
Deputy Commissioner

SOUND PERMIT APPLICATION

Date of Submission: 5/20/25
Requested by (Name): Henry Allen
Organization's Name: Buddy White Pro Sect inc
Address: 177 W Putnam Ave
Phone Number: 877 907 1827 Fax Number: _____
Email Address: BuddyWhiteProSect@gmail.com
Date of Event: 8/2/25 Time of Event: 11:00 AM to 4:00 PM
Location of Event: 4th Play Ground, Doles center
Purpose of Event: Book Bag giveaway
Check if you need the following DJ Sound System Band Other _____
(explain) _____ How Many Speakers: 2
Signature: [Signature] Print: Henry Allen

NOTE THIS REQUEST SHALL BE SUBJECT TO THE RULES AND REGULATIONS OF THE POLICE DEPARTMENT OF THE CITY OF MOUNT VERNON, NEW YORK. NOT TO BE USED WITHIN 500 FEET OF HOSPITALS, SCHOOLS, OR SIMILAR INSTITUTIONS. NOT TO BE USED TO CREATE ANNOYING OR ABUSIVE NOISES WHICH WOULD TEND TO ENDANGER HEALTH, PEACE, COMFORT OR SAFETY OF THE GENERAL PUBLIC, A VIOLATION OF CITY ORDINANCE DURING ELECTION TIMES, MAY NOT BE AUDIBLE IN THE VICINITY OF POLLING PLACES, AND NOT TO BE USED IN VIOLATION OF NEW YORK STATE ELECTION LAWS. SOUND EQUIPMENT TO BE USED WITH LOW VOLUME SO AS NOT TO CREATE OFFENSIVE NOISE TO AREA BUSINESSES AND/OR RESIDENTS.

For Office Use Only

MVPD Approval: _____ Permit # Assigned: _____ Date: _____

"The Jewel of Westchester"



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of RECREATION

SHAWYN PATTERSON-HOWARD
Mayor

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One Roosevelt Square - Room 11
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KATHLEEN WALKER-PINCKNEY
Commissioner
ANDRÉ G. EARLY
Deputy Commissioner

POLICE OUTSIDE SERVICES REQUEST FORM

I request _____(Number) police officer(s) for _____(date) to work a detail for (event) _____
_____ at _____(location). The hours of the detail are from to _____
_____ (Minimum 4 hours). I understand that the services of a police supervisor may be required for
some details. I request _____(Number) police supervisor(s) to supervise the police officers assigned
to the above detail. I fully understand that I will be billed for a minimum of four (4) hours, per police
officer and per police supervisor, and that payment for a minimum of four (4) hours for each police
officer or police supervisor requested will be required even if I cancel or postpone the event for any
reason.

Signature: _____ Date: _____

Print Name (clearly): _____

If signing as representative or agent of corporate or other entity:

(Please Print clearly): _____

Name of Organization: _____

Relationship of applicant to organization: _____

Telephone #: _____ Email Address: _____

A copy of applicant's driver license (or other documentary proof of identification) must be attached to
this form.

For Office Use Only

MVPD Approval: _____ Permit # Assigned: _____ Date: _____

"The Jewel of Westchester"



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of RECREATION

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Mayor

City Hall
One Roosevelt Square - Room 11
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KATHLEEN WALKER-PINCKNEY
Commissioner

ANDRÉ G. EARLY
Deputy Commissioner

CITY OF MOUNT VERNON STREET CLOSING

Pursuant to the provisions of the Code of The City of Mount Vernon, I the undersigned, respectfully petition for the below-listed license in the City of Mount Vernon, and for that purpose, I hereby provide the following answers to the questions contained herein:

Sponsoring Individual or Organization Buddy White Project Inc.

Telephone #: (877)907-1847

Address: 177 W. Putnam Avenue

Street Address _____

City Greenwich State CT Zip Code 06830

Location: 1th Avenue between 3rd Street and 4th Street

Date(s) From: To

From: 8/2/2025 To: 8/2/2025

From: _____ To: _____

From: _____ To: _____

Purpose of Street Closing:

List below the approval signatures and address of residents residing on the street you are requesting to close (use additional paper if necessary): _____

Businesses'/Residents' Approval Form: _____

"The Jewel of Westchester"



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DEPARTMENT of RECREATION

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KATHLEEN WALKER-PINCKNEY
Commissioner
ANDRÉ G. EARLY
Deputy Commissioner

Do you need the city to provide or make available, at an additional fee, any of the following?

Water connection: YES NO

Connection(s) for electric power: YES NO

Audio Equipment: YES NO

Podium: YES NO

Trash Cans/Barrels: YES NO

Security: YES NO

Barricades: YES NO

Stage: YES NO

If other, Please Explain: _____

"The Jewel of Westchester"

Shawyn Patterson-Howard
Mayor



Kathleen Walker-Pi
Commissioner

Andre Early
Deputy Commissioner

Department of Recreation

Room 11 - City Hall, Mount Vernon, NY 10550 (914)665-2427/(914)665-2421

CITY OF MOUNT VERNON LEAVE NO TRACE PLEDGE

I promise to apply the following Leave No Trace principles wherever I go within the Mount Vernon Parks & Fields.

- On this day and every day after, I pledge to...
- Plan ahead & prepare.
- Take out what I take in.
- Dispose of waste properly.
- Manage and curb my pet.
- Leave the Park/Field the way I found it.
- Unless specifically designated, I will not barbeque or start campfires.
- Take special care of the outdoor area.
- Respect wildlife and the ecosystems.
- Remember that I am a visitor and will travel lightly on the land and abide by Park/Field rules.
- Be considerate of other visitors.

CERTIFICATION BY APPLICANT

I certify that I have read this application, and that all information contained in this application is true and correct. NOTICE: By signing below, you are certifying that the information you are providing is true and complete, any false statements or deliberate misinformation are punishable under 210.45 of the Penal Law. I agree to comply with and be bound by any and all applicable provisions of the city code. I understand the event may be cancelled by the Commissioners of Police, Fire, and/or Recreation should any conditions/stipulations of the permit or city ordinance or state statute be violated. I certify that I am authorized by the organization named herein to act as its agent for the herein described activity. I also have received the special event guidelines informing me of my responsibilities and obligations should I cancel the event. By filing this application, I, and the organization on whose behalf I make this application, contract and agree that we will jointly and severally indemnify and hold the city harmless against liability, including court costs and attorneys' fees for trial and on appeal, for any and all claims for damage to property or injury to, or death of persons arising out of or resulting from the issuance of the permit or the conduct of the activity or any of its participants.

Do not forget to attach a diagram of your event.

"The Jewel of Westchester"



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of RECREATION

SHAWYN PATTERSON-HOWARD
Mayor

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

KATHLEEN WALKER-PINCKNEY
Commissioner
ANDRÉ G. EARLY
Deputy Commissioner

HOLD HARMLESS AGREEMENT

Organization Name: Buddy White Project
AGREES TO PROTECT, DEFEND, INDEMNIFY AND HOLD THE CITY OF MOUNT VERNON AND ITS EMPLOYEES AND AGENTS FREE AND HARMLESS FROM AND AGAINST ANY AND ALL LOSSES, CLAIMS, LIENS, DEMANDS AND CAUSES OF ACTION OF EVERY KIND AND CHARACTER, INCLUDING THE AMOUNT OF JUDGEMENTS, PENALTIES, INTEREST COURT COST AND LEGAL FEES INCURRED BY THE CITY IN DEFENSE OF SAME ARISING IN FAVOR OF CLAIMS, LIENS, DEBTS, PERSONAL INJURIES, INCLUDING PERSONAL INJURIES SUSTAINED BY EMPLOYEES OF THE CITY, DEATH OR DAMAGE TO PROPERTY, INCLUDING PROPERTY OF THE CITY, AND WITHOUT LIMITATION BY ENUMERATION, ALL OTHER CLAIMS OR DEMANDS OF EVERY CHARACTER OCCURRING OR IN ANY WAY INCIDENT TO THE ACTIVITY BEING HELD

AT

Location:

4th Play Ground, Dales center

AT ITS EXPENSE, AGREES TO, INVESTIGATE,

Organization Name: Buddy White Project

HANDLE RESPOND TO, PROVIDE DEFENSE FOR AND DEFEND ANY CLAIM MADE AGAINST THE CITY FOR WHICH CLAIMS IS,

Organization Name: Buddy White Project

IN WHOLE OR PART, LIABLE AND

Organization Name:

Buddy White Project

AGREES TO BEAR ALL COST AND EXPENSES RELATED THERETO, INCLUDING ATTORNEY'S FEES AND COSTS EVEN IF SUCH CLAIM IS GROUNDLESS, FALSE OR FRAUDULENT.

Henny Allen

Print Name of Representative

[Signature] 5/25/05

Signature of Representative/Date

STATE OF NEW YORK:

COUNTY OF WESTCHESTER:

Patricia Fleming
Commissioner of Deeds
In and for the City of Mount Vernon
Commission Expires September 30, 2005

The foregoing instrument was acknowledged before me this day of May 2005 by Kenneth Paul who is personally known to me or has produced identification and who did not take an oath.

[Signature]
Notary Public

My Commission Expires Sept. 30, 2005

"The Jewel of Westchester"



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of RECREATION

SHAWYN PATTERSON-HOWARD
Mayor

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

KATHLEEN WALKER-PINCKNEY
Commissioner

ANDRÉ G. EARLY
Deputy Commissioner

I hereby certify that all the information contained herein is true and correct to the best of my knowledge.

I agree to abide by the regulations governing the said facility and/or property and be responsible for any charges incurred. I will supply Certificate of Insurance(s) as required.

If any portion is found to be false or misrepresented, such fact may be just cause for immediate revocation of any permit(s) issued.

Signature of Applicant: [Handwritten Signature] Date: 5/20/25

STATE OF NEW YORK
COUNTY OF WESTCHESTER

The foregoing instrument was acknowledged before me this 21st May,
day of 20 25 by Tomara Lewis who is personally
known to me or has produced identification and who did not take an
oath.

[Handwritten Signature: Patricia Fleming]
Notary Public
My Commission Expires

Patricia Fleming
Commissioner of Deeds
In and for the City of Mount Vernon
Commission Expires September 30, 20 26

"The Jewel of Westchester"



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of RECREATION

SHAWYN PATTERSON-HOWARD
Mayor

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

KATHLEEN WALKER-PINCKNEY
Commissioner

ANDRÉ G. EARLY
Deputy Commissioner

INSURANCE REQUIREMENTS: The applicant will supply Certificate of Insurance(s) naming the City of Mount Vernon as additionally insured with **waiver of subrogation** in the following manner: “the City of Mount Vernon, its agents, officers, officials, employees and volunteers are Hereby named as additional insureds as their interests may appear with **waiver of subrogation**”. **The Certificate of Insurance must also state the name of the event, its location, and duration.** The applicant will also ensure that the City of Mount Vernon, as the certificate holder, is provided a 30-day written notice if the insurance policy is cancelled or modified before the expiration date. All insurance policies provided shall be issued by insurance companies licensed to do business in the State of New York and shall be rated with an A- or better rating in the most current edition of A.M. Best’s Key Rating. The City of Mount Vernon shall be listed as certificate holder in the following manner:

City of Mount Vernon
1 Roosevelt Square Room 11
Mount Vernon NY 10550

All applicants must obtain Commercial General Liability insurance with limits of no less than \$2,000,000 per occurrence to protect the City of Mount Vernon, its agents, officers, officials, employees and volunteers, the Lessee, and any subcontractor from claims for damages for personal injury, including accidental death, and from claims for property damage that may arise from the Lessee’s operations, whether performed by Lessee itself, any subcontractor, or anyone directly or indirectly employed by either of them. If the applicant, or any of its vendors, offers for sale or distribution any products (food, beverages, souvenirs, etc.), then Product Liability insurance with limits of no less than \$2,000,000 per occurrence will be required. Vendors will also be required to afford the statutory limits of worker’s compensation insurance protection to its employees. If the vendor is the holder or sponsor of the event, the vendor will afford worker’s compensation insurance protection to any City of Mount Vernon off-duty employees hired by the event. If automobiles or any other licensed motor vehicles are used as part of the event, Automobile Liability insurance with limits of no less than \$2,000,000 per occurrence will also be required. If the sale or consumption of alcoholic beverages at the event is authorized, then Liquor Liability insurance with limits of no less than \$2,000,000 per occurrence is required. Other types of coverage and limits may be required by the City of Mount Vernon, depending upon exposure as assessed by the Corporation Counsel.

COPYRIGHT LAW: Licensee assumes all costs arising from the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of any event covered under the agreement and licensee further agrees to indemnify and hold harmless devices, processes or dramatic rights furnished or used by licensee in connection with.

“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
FACEBOOK.
COM/MOUNTVERNONNY

File #: TMP -1498

Agenda Date: 7/9/2025

Agenda #: 9.

Board of Estimate & Contract:

RESOLVED, that a resolution adopted by the City Council on July 9, 2025, and signed by the Mayor on July 11, 2025, authorizing the Mayor to Enter into an Agreement with Startup Smartup for the Mount Vernon Youth Bureau’s “Safe Place for Our Girls Program” for the Period July 1, 2025, through June 30, 2026 - (\$7,500.00 shall be paid from Expense Code A7318-405 (contracted expenses)); be, and the same is hereby approved.

City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR TO
ENTER INTO AN AGREEMENT WITH STARTUP
SMARTUP FOR THE MOUNT VERNON YOUTH
BUREAU’S “SAFE PLACE FOR OUR GIRLS PROGRAM”
FOR THE PERIOD JULY 1, 2025, THROUGH JUNE 30, 2026**

Whereas, in correspondence dated June 26, 2025, the Deputy Director of the Youth Bureau formally requested authorization for the Mayor to enter into an agreement with Startup Smartup to provide its entrepreneurship curriculum, licenses, training, continued technical assistance, and support to staff for the Mount Vernon Youth Bureau’s Mount Vernon Safe Place for Our Girls Program for the period beginning July 1, 2025 and ending June 30, 2026; and

Whereas, the City of Mount Vernon Youth Bureau operates the “Safe Place for Our Girls Program” which provides critical services and educational opportunities to young women in the community; and

Whereas, pursuant to an Ordinance dated September 13, 2023, the Mount Vernon Youth Bureau was approved to accept a grant from the United States Department of Health & Human Services and the Administration for Children and Families in the amount of Nine Hundred Ninety-Nine Thousand Nine Hundred Ninety-Nine Dollars (\$999,999.00) for the Safe Place for Our Girls Program for the contract period of August 30, 2023 through August 30, 2024; and

Whereas, a no-cost extension of this grant was subsequently approved, extending the funding period through August 30, 2025; and

Whereas, Startup Smartup provides an online curriculum teaching the fundamentals of entrepreneurship, including video tutorials, guidebooks, licenses, training, continued technical assistance, and support to staff to help young women learn how to start and manage their own businesses, develop communication and social-emotional learning skills, and enhance their personal and professional

development; and

Whereas, the final cost to deliver this program shall not exceed Seven Thousand Five Hundred Dollars (\$7,500.00), which shall be paid from Expense Code A7318-405 (contracted expenses); **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization. The Mayor is hereby authorized to enter into an agreement with Startup Smartup to provide its entrepreneurship curriculum, licenses, training, continued technical assistance, and support to staff for the Mount Vernon Youth Bureau’s Mount Vernon “Safe Place for Our Girls Program” for the period beginning July 1, 2025 and ending June 30, 2026.

Section 2. Funding. The total cost of this agreement shall not exceed Seven Thousand Five Hundred Dollars (\$7,500.00) and shall be paid from Expense Code A7318-405 (contracted expenses).

Section 3. Term. The term of this agreement shall be from July 1, 2025, through June 30, 2026, unless otherwise amended or extended by further action of the City Council.

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



CITY OF MOUNT VERNON, N.Y.
MOUNT VERNON YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY 10550
(914) 665-2344 – Fax: (914) 665-1373
cityofmountvernonyouthbureau@gmail.com
HTTP://youthbureau.cmvny.com
@mountvernonyb/ mvyouthbureau

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

June 26, 2025

Honorable Members of the City Council
Through the Office of the Mayor
City Hall – Roosevelt Square
Mount Vernon, New York 10550

Dear Honorable Members of City Council:

This letter comes to respectfully request that City Council enact legislation that will authorize the Mayor to enter into an agreement with Startup Smartup for the Mount Vernon Youth Bureau's Mount Vernon Safe Place for Our Girls Program for the period of July 1, 2025 through June 30, 2026 to provide their entrepreneurship curriculum, licenses, training, continued technical assistance and support to staff.

In an ordinance dated September 13, 2023, the Mount Vernon Youth Bureau was approved to accept a grant from the Department of Health & Human Services and the Administration for Children and Families for the Safe Place for Our Girls, in the amount of \$999,999.00 for the contract period of August 30, 2023 – August 30, 2024. There was a no cost extension awarded through August 30, 2025.

Startup Smartup is an online program teaching the fundamentals of entrepreneurship using video tutorials and guidebooks to teach students how to start 11 specific jobs. A 12-chapter curriculum teaches students the objective skills and tools they'll need to run their business, how to design a logo, their business card, a website, and develops their communication and SEL skills such as the 6 reasons that goal setting is important, understanding the sales cycle, how to overcome objections, the Meyer's-Briggs Personality Test and communication 101 as described by Dale Carnegie.

The final cost to deliver this program will not exceed **\$7500.00**. Funds for this program are to be accounted for in Expense Code A7318-405 (contracted expenses).

Should you have any questions, please feel free to contact me at (914) 665-2344.

Sincerely,
Dena T. Williams
Deputy Director

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



ARE YOU INTERESTED IN ENTREPRENEURSHIP?

Do you have an idea for a product that people would love? Want to learn how to make your own money? Or how successful business owners got started? This program teaches the fundamentals of entrepreneurship and develops participants communication, social emotional learning skills, and gives an understanding of how to meet objectives. The participants will learn how to build, launch, and run their own business.

SPACE IS LIMITED

For more information or to register contact:
Lakia Edwards at (914) 665 - 3873 or at ledwards@moustvernonny.gov

Grades 9th - 12th
\$350 Stipend
July 7 - Aug 14
Monday - Thursday
10:00am - 3:00pm
105 Stevens Av
Room - 303
Mount Vernon,

65



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 -1507

Agenda Date: 7/9/2025

Agenda #: 10.

Board of Estimate & Contract:

RESOLVED, that a resolution adopted by the City Council on July 9, 2025, and signed by the Mayor on July 11, 2025, authorizing the Mayor to Enter into an Agreement with Troy Newbey for the Mount Vernon Youth Bureau's Safe Place for Our Girls Program - (July 7, 2025, and ending August 15, 2025; \$7,000.00, to be paid from Expense Code A7318-405 (contracted expenses); be, and the same is hereby approved.

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH TROY NEWBEY FOR THE MOUNT VERNON YOUTH BUREAU'S SAFE PLACE FOR OUR GIRLS PROGRAM

Whereas, in correspondence dated July 1, 2025, the Deputy Director of the Youth Bureau formally requested authorization for the Mayor to enter into an agreement with Troy Newbey for the period beginning July 7, 2025, and ending August 15, 2025, to deliver the Startup Smartup entrepreneurship curriculum and provide training, preparation, surveys, and progress reporting in connection with the Safe Place for Our Girls Program; and

Whereas, the City of Mount Vernon recognizes the importance of providing youth with opportunities to develop entrepreneurial skills, social-emotional learning (SEL) competencies, and practical business knowledge; and

Whereas, by Ordinance dated September 13, 2023, the Mount Vernon Youth Bureau was authorized to accept a grant from the United States Department of Health & Human Services and the Administration for Children and Families in the amount of \$999,999.00 for the Safe Place for Our Girls Program for the period of August 30, 2023, through August 30, 2024; and

Whereas, the Mount Vernon Youth Bureau seeks to continue programming to support the Safe Place for Our Girls initiative through the delivery of the Startup Smartup entrepreneurship curriculum and "Shark Tank" presentation preparation; and

Whereas, Troy Newbey will deliver the Startup Smartup curriculum and provide training and support to program participants over eighteen (18) 3-hour sessions between July 7, 2025, and August 15, 2025; and

Whereas, the total cost to deliver this program shall not exceed Seven Thousand Dollars (\$7,000.00), to be paid from Expense Code A7318-405 (contracted expenses); **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization. The Mayor is hereby authorized to enter into an agreement with Troy Newbey for the period beginning July 7, 2025, and ending August 15, 2025, to deliver the Startup Smartup entrepreneurship curriculum and provide training, preparation, surveys, and progress reporting in connection with the Safe Place for Our Girls Program.

Section 2. Term and Compensation. The agreement shall provide for a fee not to exceed Seven Thousand Dollars (\$7,000.00), to be paid from Expense Code A7318-405 (contracted expenses).

Section 3. Program Deliverables. Under this agreement, Troy Newbey shall deliver eighteen (18) 3-hour sessions on Mondays, Tuesdays, and Thursdays, which shall include preparation for the “Shark Tank” presentation, pre- and post-surveys, and a final report detailing participant progress at the end of the academy.

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



CITY OF MOUNT VERNON, N.Y.
MOUNT VERNON YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY 10550
(914) 665-2344 – Fax: (914) 665-1373
cityofmountvernonyouthbureau@gmail.com
HTTP://youthbureau.cmvny.com
@mountvernonyb/ mvnyouthbureau

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

July 1, 2024

Honorable Members of the City Council
Through the Office of the Mayor
City Hall – Roosevelt Square
Mount Vernon, New York 10550

Dear Honorable Members of City Council:

This letter comes to respectfully request that the City Council enact legislation that will authorize the Mayor to enter into an agreement with *Troy Newbey*, for the Mount Vernon Youth Bureau’s Safe Place for Our Girls Program. The terms of the agreement shall be for the period of July 7, 2025, through August 15, 2025, to deliver the Startup Smartup entrepreneurship curriculum as well as provide training and support in preparation of the “Shark Tank” presentation.

In an ordinance dated September 13, 2023, the Mount Vernon Youth Bureau was approved to accept a grant from the Department of Health & Human Services and the Administration for Children and Families for the Safe Place for Our Girls program, in the amount of \$999,999.00 for the contract period of August 30, 2023 – August 30, 2024.

Startup Smartup is an online program teaching the fundamentals of entrepreneurship using video tutorials and guidebooks to teach students how to start 11 specific jobs. A 12-chapter curriculum teaches students the objective skills and tools they’ll need to run their business, how to design a logo, their business card, a website, and develops their communication and SEL skills such as the 6 reasons that goal setting is important, understanding the sales cycle, how to overcome objections, the Meyer’s-Briggs Personality Test and communication 101 as described by Dale Carnegie.

Troy Newbey will provide eighteen (18) 3-hour sessions, on Mondays, Tuesday and Thursday’s which will include preparation for the day of the “Shark Tank” presentation as well as pre/post surveys and report on participant progress at the end of the academy. The final cost to deliver this program will not exceed **\$7,000.00**. Funds for this program are to be accounted for in Expense Code A7318-405 (contracted expenses).

Should you have any questions, please feel free to contact me at (914) 665-2344.

Sincerely,

Dena T. Williams

Dena T. Williams
Deputy Director

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



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 -1504

Agenda Date: 7/9/2025

Agenda #: 11.

Board of Estimate & Contract:

RESOLVED, that a resolution adopted by the City Council on July 9, 2025, and signed by the Mayor on July 11, 2025, authorizing the Adoption of the Program Year (PY) 2025-2029 Consolidated Plan and 2025 Action Plan - (Program Year 2025-2029 Consolidated Plan and the Program Year 2025; the City of Mount Vernon will receive approximately \$2,140,758.75 for Program Year 2025, consisting of \$1,548,930 in CDBG funds and \$591,828.75 in HOME funds for the period of September 1, 2025, through August 31, 2026). The proposed allocation of funds under the 2025 Action Plan includes Administration, Projects, and Services, as detailed below:

CATEGORY	ADMINISTRATION	PROJECTS	SERVICES
CDBG	\$309,786	\$1,139,144	\$100,000
HOME	\$59,183	\$532,646	No funds available
TOTAL	\$368,969	\$1,671,790	\$100,000

; be, and the same is hereby approved.

City Council:

AN ORDINANCE AUTHORIZING THE ADOPTION OF THE PROGRAM YEAR (PY) 2025-2029 CONSOLIDATED PLAN AND 2025 ACTION PLAN

Whereas, in correspondence dated July 1, 2025, the Commissioner of the Department of Planning & Community Development formally requested authorization to approve and adopt the Program Year 2025-2029 Consolidated Plan and the Program Year 2025 Action Plan as prepared and presented; and

Whereas, the City of Mount Vernon, New York, is an entitlement jurisdiction under the U.S. Department of Housing and Urban Development (HUD) and is therefore eligible to receive annual allocations of Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funding; and

Whereas, as a condition of receiving such funds, HUD requires the City to prepare, submit, and adopt a Five-Year Consolidated Plan and an Annual Action Plan outlining proposed goals,

strategies, and projects; and

Whereas, the Consolidated Plan for PY 2025-2029 and the Action Plan for PY 2025 have been prepared in accordance with HUD requirements, including providing for citizen participation and public comment; and

Whereas, the Consolidated Plan identifies the community’s housing and community development needs through a Needs Assessment, Housing Market Analysis, a Five-Year Strategic Plan, an Annual Action Plan, and a Citizen Participation Plan; and

Whereas, the Program Year 2025-2029 Consolidated Plan and 2025 Action Plan set forth the following priorities:

1. Public facility and infrastructure improvements,
2. Preservation and development of affordable housing, and
3. Quality of life improvements for Mount Vernon residents; and

Whereas, the City of Mount Vernon will receive approximately \$2,140,758.75 for Program Year 2025, consisting of \$1,548,930 in CDBG funds and \$591,828.75 in HOME funds for the period of September 1, 2025, through August 31, 2026; and

Whereas, the proposed allocation of funds under the 2025 Action Plan includes Administration, Projects, and Services, as detailed below:

CATEGORY	ADMINISTRATION	PROJECTS	SERVICES
CDBG	\$309,786	\$1,139,144	\$100,000
HOME	\$59,183	\$532,646	No funds available
TOTAL	\$368,969	\$1,671,790	\$100,000

Whereas, CDBG funds will be primarily directed to infrastructure projects, including fire stations and street improvements, and HOME funds will be focused on developing workforce housing in the downtown area; and

Whereas, adoption of this Ordinance will enable the City to continue receiving critical federal funding to support housing and community development activities for the benefit of low- and moderate-income residents; **Now, Therefore, Be It Resolved That**

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

Section 1. Approval. The City Council hereby approves and adopts the Program Year 2025-2029 Consolidated Plan and the Program Year 2025 Action Plan as prepared and presented.

Section 2. Authorization. The Mayor, or their designee, is hereby authorized to execute any and all documents necessary to submit the Consolidated Plan and Action Plan to the U.S. Department of Housing and Urban Development (HUD) and to implement the activities contained therein.

Section 3. Compliance. The Urban Renewal Agency is authorized and directed to make the Consolidated Plan and Action Plan publicly available and to undertake all actions necessary to ensure compliance with HUD requirements, including citizen participation and reporting obligations.

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



PLANNING & COMMUNITY DEVELOPMENT
 ONE ROOSEVELT SQUARE
 MOUNT VERNON, NEW YORK 10550
 PHONE: (914) 840-4029
 EMAIL: TGRAHAM-OUATTARA@CMVNY.COM

JAMES RAUSSE, FAICP, WEDG
 COMMISSIONER

July 1, 2025

VIA EMAIL:

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

RE: ADOPTION OF THE PY 2025-2029 CONSOLIDATED PLAN AND 2025 ACTION PLAN

Honorable Councilmembers:

This letter is to respectfully request the Mount Vernon City Council authorize a resolution to adopt the Program Year 2025-2029 Consolidated Plan and 2025 Action Plan as required under Housing and Urban Development (HUD) to continue to receive grant funding. The consolidated plan is a public comment document that is structured into five areas listed below:

- First is a **Needs Assessment** which reviews housing issues for the City,
- Second is a **Housing Marketing Analysis** that reviews the conditions of the housing structures and market,
- Third is a **Five-Year Strategic Plan**, which identifies priority needs,
- Fourth is a list of projects for the year called an **Annual Action Plan**,
- Fifth is a **Citizen Participation Plan**. This document is available on the Urban Renewal Agency website.

There have not been significant changes from prior years consolidated plans. The Plans goals provide (1) public facility and infrastructure improvements, (2) Preserve and develop affordable housing, and (3) Quality of life improvements for Mount Vernon Residents,

The City of Mount Vernon is an entitlement jurisdiction; meaning we receive an annual appropriation of approximately \$2,000,000 of funding each year between two programs. The two grant programs are the Community Development Block Grant Program (CDBG) where the city will receive \$1,548,930 and the HOME investment Partnership Grant (HOME) where the city will receive \$591,828.75 in funding for 2025. The program year is September 1, 2025 to August 31, 2026.

In 2025 the funding recommendations under the 2025 Action Plan are as follows:

	ADMINISTRATION	PROJECTS	SERVICES
CDBG	\$309,786	\$1,139,144	\$100,000
HOME	\$59,183	\$532,646	No funds available
TOTALS	\$368,969	\$1,671,790	\$100,000





PLANNING & COMMUNITY DEVELOPMENT
ONE ROOSEVELT SQUARE
MOUNT VERNON, NEW YORK 10550
PHONE: (914) 840-4029
EMAIL: TGRAHAM-OUATTARA@CMVNY.COM

JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

The CDBG funds are targeted to infrastructure projects, in particular, the fire stations and street improvements. HOME projects will be focused on developing the downtown's workforce housing.

Based on the above information, I ask that the City Council vote to approve the consolidated plan PY 2025-2029 and Action Plan 2025 to continue receiving funds for the goals listed above.

Thank you for your consideration for this opportunity. I am available to address any questions or concerns you may have regarding this request.

Sincerely,

JAMES RAUSSE, FAICP, WEDG

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

Enclosure(s):





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 -1518

Agenda Date: 7/9/2025

Agenda #: 12.

City Council:

**AN ORDINANCE AUTHORIZING THE
TRANSFER OF FUNDS FOR TREE
MAINTENANCE AND EMERGENCY SERVICES**

Whereas, in a letter dated July 2, 2025, the Commissioner of the Department of Public Works requested legislation authorizing the transfer of funds for \$8,579.00 to be used exclusively for Tree Maintenance and Emergency Services, on an as-needed basis, as determined by the Commissioner of the Department of Public Works; and

Whereas, the City Council of the City of Mount Vernon recognizes the importance of maintaining healthy and safe trees within the City’s rights-of-way and public spaces; and

Whereas, the Department of Public Works requires the ability to respond to tree maintenance and emergencies on an as-needed basis to protect public safety and property; and

Whereas, no specific cost has been determined at this time for such services; and

Whereas, to ensure that contracted crews can be deployed promptly in the event of tree-related emergencies, the Department of Public Works recommends the transfer of funds from the Emergency Sewer Repairs account to the Contracted Outside Services account; and

Whereas, the funds to be transferred will be used exclusively for tree maintenance and emergency services as determined necessary by the Department of Public Works; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization of Transfer. The City Council hereby authorizes the transfer of funds as follows:

From:	Amount:	To:
Budget Code: A8120.429 (Department of Public Works - Emergency Sewer Repairs)	\$8,579.00	Budget Code: A8120.405 (Department of Public Works - Contracted Outside Services)

Section 2. Purpose. The funds transferred under this Ordinance shall be used exclusively for Tree Maintenance and Emergency Services, on an as-needed basis, as determined by the Commissioner of the Department of Public Works.

Section 3. Effective Date. This Ordinance shall take effect immediately upon 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) 914-665-2343
email:dpwconcerns@mountvernonny.gov

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

July 2, 2025

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

Dear Honorable City Council Members,

I am writing to request your consideration of the funding for Tree Maintenance and Emergency Services. The tree Maintenance and Emergency Services will be on an as needed basis and no cost has been determined this time.

To be prepared to deploy contracted crews in emergency events, the Department of Public Works would like to transfer funds from **A8120.429(D.P. W- EMERGENCY SEWER REPAIRS)** to **A8120.405 (D.P. W-Contracted Outside Services A8120.405)**.

FROM		TO	
Budget Code	Amount	Budget Code	Amount
D.P.W- EMERGENCY SEWER REPAIRS A8120.429	\$8,579.00	D.P.W- Contracted Outside Services A8120.405	\$8,579.00

Respectfully,

Damani L. Bush
Commissioner of Public Works
DB/dg