



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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

JUAN PEREZ
Commissioner Management Services

July 15, 2026

VIA EMAIL:

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

RE: Approval to enter into a Cell Phone Disposal and Data Removal Agreement with PaceButler Corporation and to dispose of obsolete smartphones FOR APPROVAL AT THE August 12, 2026 CITY COUNCIL MEETING

Honorable Council members:

Management Services requests that the City Council approve a resolution authorizing the mayor;

(1) Enter into and execute the attached Cell Phone Disposal and Data Removal Agreement with PaceButler Corporation, and

(2) Dispose of eighty-six (86) obsolete CAT S62 smartphones previously issued to the Finance Department through PaceButler, in accordance with that Agreement. (Agreement and device list attached)

The Finance Department's CAT S62 smartphones (86 devices; serial numbers and assigned phone numbers enclosed) are outdated and have been replaced. PaceButler Corporation, an Oklahoma-based company located at 5915 NW 23rd St., Oklahoma City, OK 73127, has been in business since 1987 and offers services to government agencies, non-profits, municipalities, and law enforcement across the U.S. PaceButler has proposed a Cell Phone Disposal and Data Removal Agreement to collect, securely wipe, and dispose of or recycle the devices at no cost to the City.

Under the terms of the Agreement:

The City will be paid for each device based on PaceButler's current price list, which covers fully functional, damaged, and broken phones. Price lists are updated approximately every 10 days. Any device with no resale value will be recycled following R2v3 electronics recycling standards.

PaceButler covers all shipping costs and will provide prepaid FedEx shipping labels, with pickups scheduled at the City's convenience for the next business day.

All city data, including personally identifiable information such as photos, emails, phone numbers, addresses, text messages, and documents, will be removed from each device in a manner that complies with HIPAA (45 CFR 164.310(a)(1)), NIST (NIST SP 800-88 Rev. 1), and DoD (DoD 5220.22-M) standards. This process involves a three-pass cryptographic wipe with verification and a physical reset to factory settings. PaceButler will provide the City with a data clearing certificate that documents each device by IMEI and serial number. If any device cannot be accessed or cleared, it will instead be physically destroyed according to R2v3 procedures.

Devices are processed at a secure PaceButler facility monitored by security cameras, with access controlled by passcode-locked entry.

"The Jewel of Westchester"



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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

JUAN PEREZ
Commissioner Management Services

The City will receive an itemized statement within 10 business days of the devices arriving at PaceButler's facility. Payment can be made by check, credit card, ACH, or applied as a donation to a charity or organization of the City's choice.

For each fully functional phone received, PaceButler donates a book through its partner, the World Book Bank; to date, PaceButler has donated over 2.5 million books.

The Agreement remains in effect until either party terminates it by providing sixty (60) days' written notice in advance, or immediately if there is a breach.

PaceButler will maintain Commercial General Liability Insurance of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate, naming the City as a Primary/Non-Contributory additional insured, and will indemnify and hold the City harmless against third-party claims arising from PaceButler's negligence, willful misconduct, or breach of the Agreement.

There is no cost to the City to participate in this program; PaceButler covers all shipping and processing expenses. The City will receive payment for any device with resale value, based on PaceButler's current price list. No specific dollar amount has been set yet, as devices are priced upon receipt and evaluation.

Disposing of these devices will not harm the City or the Finance Department, since they have already been replaced and are no longer in use.

All devices will be securely processed and either recycled or, if necessary, destroyed according to R2v3 standards for responsible electronics recycling.

Sincerely,

Juan Perez

Commissioner Management Services

cc: Mayors Office, Comptroller

Enclosure(s): Inventory list