

City of Mount Vernon, New York

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



Meeting Agenda - Final

Monday, July 7, 2025

7:00 PM

City Council Chambers

City Council Work Session

NICOLE BONILLA, M.B.A.
City Clerk

JORDAN A. RIULLANO, J.D.
Deputy City Clerk

LEGISLATION AND PUBLIC WORKS

1. Rose Luangisa - Wakanda: An Ordinance Authorizing the Hosting of the Wakanda Celebration 2025 Event - (Saturday, August 30, 2025)

Code: LPW

2. Thomas J. Johnson: An Ordinance Authorizing the Hosting of the Hilltop Give Back Cookout Community Event on August 2, 2025

Code: LPW

3. Christ Apostolic Church: An Ordinance Authorizing the Hosting of a Gospel Outreach Special Religious Event on Saturday, August 9th - (rain date: Saturday, August 16, 2025)

Code: LPW

4. **Mayors Office:** Office of the Mayor: An Ordinance Authorizing the 4th Annual Hispanic Heritage Month Celebration on Saturday, September 20, 2025

Code: LPW

5. **Public Works:** 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

6. **Public Works:** Department of Public Works: An Ordinance Authorizing the Mayor to Enter into an Emergency Contractual Agreement with Zonzoni Pipeline Inc. for Sewer Rehabilitation Work at Macquisten and West Devonia Avenue and 115 Dell Avenue

Code: LPW

7. **Public Works:** 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

8. **Public Works:** 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

9. **Public Works:** Department of Public Works: An Ordinance Authorizing the Award of a Contract for Pest Management and Control Services for Various Municipal Facilities

Code: LPW

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10. **Public Works:** 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
11. **Public Works:** Department of Public Works: An Ordinance Authorizing the Department of Public Works to Issue a Request for Proposals (RFP) for Tree Maintenance and Emergency Services
- Code:** LPW
12. **Recreation:** 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
13. **Recreation:** 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
14. **City Clerk:** City Council: An Ordinance Authorizing the Naming of the Department of Public Works Yard Located at 33 Canal Street as "Juan Peralta, Sr. Plaza"
- Code:** HR
15. **City Clerk:** City Council: A Resolution of the City Council of the City of Mount Vernon, New York, Honoring the Life and Legacy of Walter Allen Robinson
- Code:** LPW

HUMAN RESOURCES

16. **Youth Bureau:** 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
- Code:** HR
17. **Youth Bureau:** 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

- 18. **City Clerk:** City Council: A Resolution of the City Council of the City of Mount Vernon, New York, Renaming the Mount Vernon Public Library's Community Room to the "J. Gary Pretlow Community Room"

Code: HR

PUBLIC SAFETY AND CODES

No Items

FINANCE AND PLANNING

- 19. **Assessor:** Department of Assessment: An Ordinance Authorizing the Amendment of Ordinance No. 13, Adopted by the City Council on June 25, 2025, entitled "AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR CATALIS ENTERPRISE CAMA FOR PROFESSIONAL SERVICES FOR \$35,000.00," to include Additional Contract Language and Authorize the Execution of a Contract with Catalis Enterprise CAMA

Code: FP

- 20. **Planning:** 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

ADD-ON

LEGISLATION AND PUBLIC WORKS

- 21. **Public Works:** Department of Public Works: An Ordinance Authorizing the Transfer of Funds for Tree Maintenance and Emergency Services

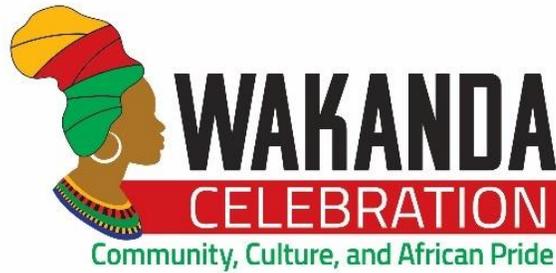
Code: LPW

- 22. **City Clerk:** City Council: A Resolution of the City Council of the City of Mount Vernon, New York, Recognizing and Commending Sean Marshall

Code: LPW

- 23. **City Clerk:** City Council: A Resolution of the City Council of the City of Mount Vernon, New York, Renaming the Theater at the Doles Center to "The Tina Satin Theater"

Code: LPW



Wakanda Celebration Inc.
374 Hawthorne Terrace
Mt. Vernon, NY 10552
May 6, 2024

Honorable City Council of Mount Vernon
One Roosevelt Square
City Hall - Room 104
Mount Vernon, New York 10550

Dear Honorable Members of the City Council,

We are writing to respectfully request permission to hold a scaled-down version of our Annual Wakanda Celebration event. Due to unforeseen circumstances, we have been met with sponsorship denials from key organizations, including Arts Westchester, Wells Fargo, Costco, and others (attached). We anticipate additional denials and, as a result, our budget is currently \$0.

Given these constraints, we will be hosting the event in the backyards of 374, 375, and 366 Hawthorne Terrace. The intimate gathering will be by invitation only, managed through Eventbrite, with an estimated attendance of 400 to 450 guests.

The event details are as follows:

- Date: Saturday, August 30th, 2025
- Time: 11am – 9pm
- Location: Backyards of 374, 375, and 366 Hawthorne Terrace
- Expected attendance: 400-450 guests (invitation only via Eventbrite)
- Parking: Free parking will be available for all visitors at Traphagen School, 72 Lexington Avenue, Mt. Vernon, NY (approval attached).

We believe this smaller, community-driven celebration will still bring joy and connection to our attendees. We will ensure that the event is safe, respectful, and considerate of our neighbors.

We would appreciate your consideration of our request. Please do not hesitate to contact us if you require any additional information.

Thank you for your time and understanding.

Sincerely,

Rose Luangisa
Wakanda Celebration Inc.

Attachments: Sponsorship Denial Letters (Arts Westchester, Wells Fargo, Costco, etc.) and Traphagen School Parking Approval

SEB-25-3

Special Event Application
Status: Active
Submitted On: 5/6/2025

Primary Location

374 HAWTHORNE TERR
Mount Vernon, NY 10552

Owner

LUANGISA, ROSE & PETER &
374 Hawthorne Terrace Mount Vernon, NY 10552

Applicant

 Rose Luangisa

 374 Hawthorne Terrace
Mount Vernon, NY 10552

Applicant Information

Is the applicant an individual, organization OR CITY DEPARTMENT??*

Business / Organization

Applying Organization / Business Name*

Wakanda Celebration Inc

Applicant Address (Street Name, City, State, ZIP code, PLEASE!)*

374 Hawthorne Terrace, Mt. Vernon NY 10552

Applicant's Daytime Phone Number*

11

Organization/Business Main Contact Person*

Rose Luangisa

Event Information

Event Name*

Wakanda Celebration

Event Sponsor

Wakanda Celebration

Event Date*

08/30/2025

Rain Date

08/31/2025

Event Location*

Hawthorne Terrace from Lenox Avenue & Euclid Avenue

Start Time (e.g. 10 AM)*

9 am

End Time (e.g. 7 PM)*

11 pm

Streets to be Closed (Please include cross streets, e.g. 3rd Ave, between 1st and 2nd Streets)*

Hawthorne Terrace from Lenox Avenue & Euclid Avenue

Event Information

Event details. *

Free Community event for the entire family. This year's theme is "United We Stand"! A day filled with music, dance, art, and delicious food. Honoring our African heritage and embracing our unity.

Special Accommodations (Check all necessary for your event)

Parking Control ⓘ

Sound Amplification Equipment ⓘ

Use of Open Flame ⓘ

Stage, Tent, or Canopy ⓘ

Will you have any vendors operating at the event?

Will you be having any vendors at your event?*

YES

Are you requesting to use Private Security?* ⓘ

NO

Vendors

Vendor Name (First & Last or Company Name)* ⓘ

Chef Ed

Vendor Address (include City, State and ZIP code)*

New Rochelle, New York

Vendor's Daytime Contact Number*

11

Does this vendor have a Peddler/Food Vendor License with the City of Mount Vernon?* ⓘ

Does this vendor have a Peddler/Food Vendor's License issued by the City of Mount Vernon? * ⓘ

-

Additional Notes/Requests

Additional Information

Looking for support from the City of Mount Vernon, DPW & Recreation Department

Applicant Acknowledgement

I, the applicant, acknowledge that the information contained in this application is true and complete to the best of my knowledge. I affirm that I, all other parties to this application, as well as those involved with this event will abide by the laws of New York State, and the ordinances of the County of Westchester and the City of Mount Vernon. *

 Rose Luangisa
Apr 9, 2025

City Clerk's Office ONLY

 Amount of Insurance Required

-

 Number of Days Until the Event

-

Attachments



Office of the City Clerk
 One Roosevelt Square, Room 104
 Mount Vernon, New York 10550
 (914) 665-2351
 cityclerk@mountvernonny.gov

EVENT NAME & DATE: Wakanda Celebration, Saturday August 30th 2025
 EVENT SPONSOR: Wakanda Celebration Inc

REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

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

ADDITIONAL GUIDELINES

- Sidewalks are to remain open to pedestrians with proper visible signage.
- The Police Department will determine whether police presence is required and how much is required. The event organizers will have to pay the salary for each officer. Payment must be received 72 hours in advance of the event. The Police Department will determine if Auxiliary Police can be used in lieu of Police Officers.
- If requesting authorization to procure private security, all must have an NYS Security License and provide proof of being bonded. All documentation must be submitted 72 hours before the event.
- No alcohol use is permitted on city property as per City Code §191-1. The sale of alcohol is prohibited.
- If your event is in a residential area and using vendors, the vendors must set up only on one (1) side of the street and not obstruct driveways.

IN WITNESS WHEREOF, the Sponsor/Organization/Applicant for the Block Party/Special Event Permit.
(Must be signed in the presence of a Notary/Commissioner of Deeds)

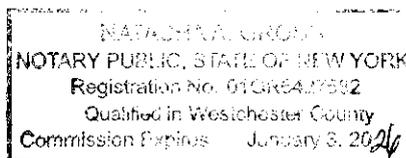
Print Name:	<u>Rose Luangisa</u>
Authorized Officer Title (if applicable):	
Signature:	<u>[Signature]</u>

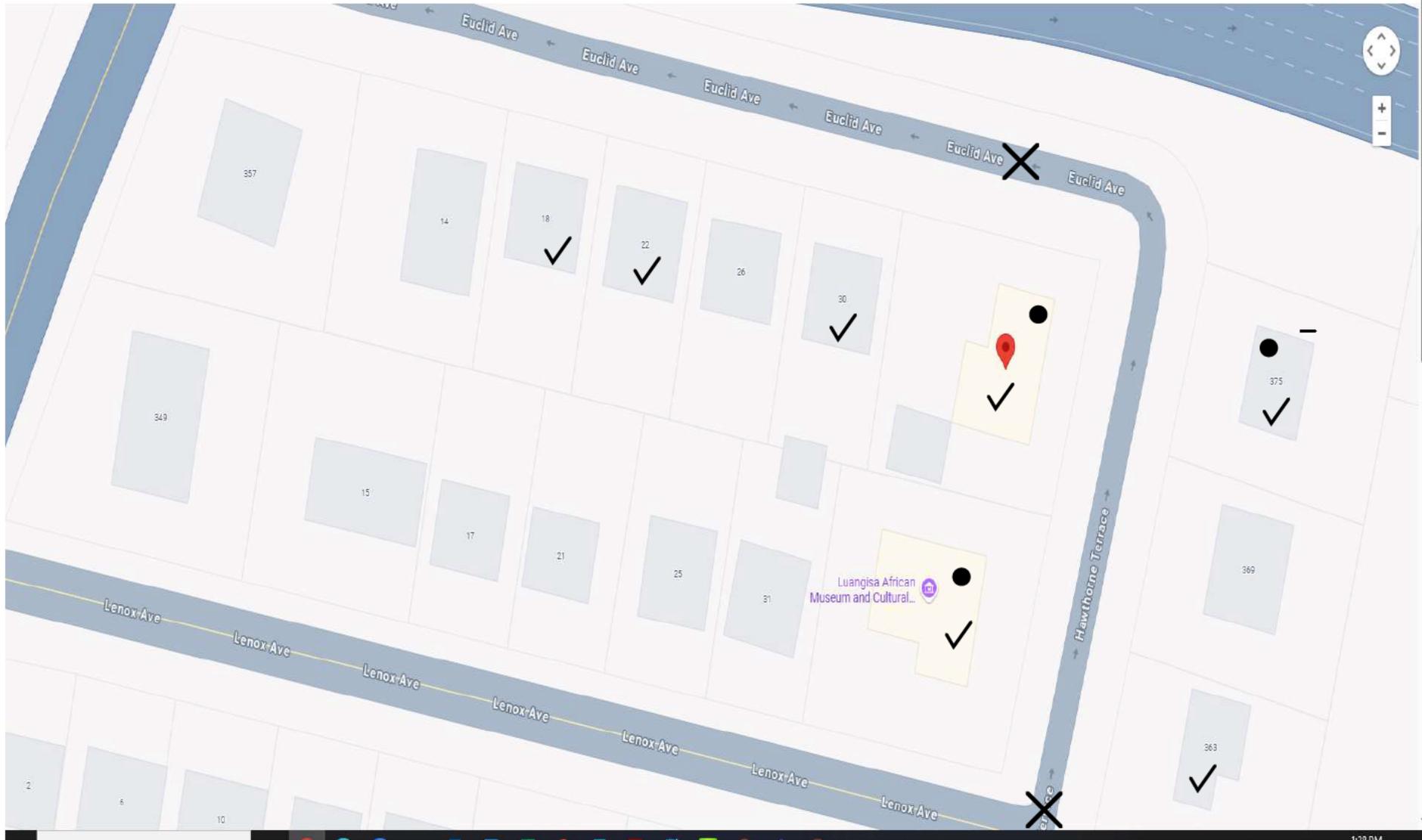
State of New York) ss.:
 County of Westchester)

On the 3rd day of May in the year 2025 before me, the undersigned, personally appeared ROSE LUANGISA, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public/Commissioner of Deeds:
 Subscribed and sworn/affirmed before me this) 3rd day of May, 2025
 Print Name: NATASHA A. GREGG
 Signature: [Signature]
 Qualified in WESTCHESTER County Commission Expires: 01/03/2026

effective: April 1, 2025





● Participating House

✓ Signed consent form

✗ Barricade



Your requested schedule has been routed. (Event:Free Cultural Community Event)

SchoolDude Message Center

Thu, May 15, 2025 at 10:34 AM

(This message is to notify you of a new schedule request.)

The facility schedule request listed below was routed to Sharece Bailey and is waiting for his/her approval.

FS Schedule ID: 3268

Event Title: Free Cultural Community Event

Status: Submitted

Schedule State: Inactive

Organization: Wakanda Celebration Inc

Events:

Date : 8/30/2025

Start Time : 9:00 AM

End Time : 11:00 PM

Location : TRAPHAGEN ELEMENTARY SCHOOL

Building : TRAPHAGEN Parking Lot

Area :

Room(s) : Parking Lot



SSD Review and Recommendation

Record No. SEB 25 3

Status Completed

Became Active May 16, 2025

Assignee Daniel DeBenedictis

Due Date None

Primary Location

374 HAWTHORNE TERR
Mount Vernon, NY 10552

Owner

LUANGISA, ROSE & PETER &
374 Hawthorne Terrace Mount Vernon,
NY 10552

Applicant

 Rose Luangisa

 374 Hawthorne Terrace
Mount Vernon, NY 10552

Messages

Daniel DeBenedictis  Internal

June 9, 2025 at 12:55 pm

The undersigned has reviewed the application for the event Wakanda Celebration, and I recommend that two (2) Auxiliary officers be assigned to the event and that the Sector car and supervisor give special attention to the area and that the supervisor be authorized to hire additional officers at the expense of the organizer should the need arise. I also recommend approval for the request of the street closure the applicant has reached out to the area residence and school, and they did not have an issue with the request. The street closure also will not impact vehicular traffic due to it being a secondary street used mostly for the residence.



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

May 20, 2025

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

RE: Wakanda Celebration 2025

Please be advised that the Department of Public Works, City of Mount Vernon, has no objections to the Wakanda Celebration 2025. The Department of Public Works will place No Parking signs 72 hours in advance and place barricades for street closure at:

- 366 Hawthorne Terrace (corner of Lenox and Hawthorne Terrace)

Respectfully,

John Nuculovic
Deputy Commissioner of Public Works
JN/dg

Honorable City Council of Mount Vernon
One Roosevelt Square
City Hall - Room 104
Mount Vernon, New York 10550

Dear Honorable Members of the City Council,

I am writing to formally request permission to host a community event in the City of Mount Vernon. This annual gathering has proudly served our community for the past four years, and we are motivated to continue the tradition this year with your support.

This event is a grassroots initiative created to celebrate the spirit of Mount Vernon while uplifting our youth and families. It includes music, food, and a positive atmosphere that brings residents together in unity. A central and significant part of the day is our youth-focused school supply giveaways.

Our goal has always been to create a safe, positive, and impactful experience that gives back to the community. We work closely with local community organizations, community members, and volunteers to make this event successful, and we are committed to maintaining all necessary guidelines and protocols set by the City.

We respectfully request your permission and the required permits to hold this year's event. We can provide further details if needed. Thank you for your consideration and continued commitment to the people of Mount Vernon.

With gratitude,
Thomas J. Johnson
Founder, Hilltop Give Back Cookout

Special Event Application

Applicant

Primary Location

SEB-25-5

 Thomas Johnson

266 FOURTH ST ,E
Mount Vernon, NY 10553

Submitted On: Jun 3, 2025

Applicant Information

Is the applicant an individual or an organization?

Business / Organization

Applying Organization / Business Name

Hilltop

Applicant Address (Street Name, City, State, ZIP code, PLEASE!)

266 South Fourth Ave

Applicant's Daytime Phone Number

Organization/Business Main Contact Person

Thomas Johnson

Event Information

Event Name

Hilltop Give Back Cookout

Event Sponsor

Hilltop Give Back Cookout

Event Date

08/02/2025

Rain Date

08/09/2025

Event Location

4th Avenue (Between 3rd Street and 4th Street)

Start Time (e.g. 10 AM)

3:00p

End Time (e.g. 7 PM)

11:00p

Streets to be Closed (Please include cross streets, e.g. 3rd Ave, between 1st and 2nd Streets)

4th Avenue (Between 3rd Street and 4th Street)

Event Information

Event details.

Community Cookout providing food and music, and youth/back-to-school giveaways

Special Accommodations (Check all necessary for your event)

Parking Control

--

Sound Amplification Equipment

--

Use of Open Flame

true

Stage, Tent, or Canopy

--

Will you be having any vendors at your event?

NO

Are you requesting to use Private Security?

NO

Additional Notes/Requests

Additional Information

N/A

Applicant Acknowledgement

I, the applicant, acknowledge that the information contained in this application is true and complete to the best of my knowledge. I affirm that I, all other parties to this application, as well as those involved with this event will abide by the laws of New York State, and the ordinances of the County of Westchester and the City of Mount Vernon.

true



EVENT NAME & DATE: Hill Top Cook Out Aug 2nd
 EVENT SPONSOR: Hill Top (Thomas Johnson)

REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

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

ADDITIONAL GUIDELINES

- Sidewalks are to remain open to pedestrians with proper visible signage.
- The Police Department will determine whether police presence and amount is required. The event organizers will have to pay the salary for each officer. Payment must be received 72 hours in advance of the event. The Police Department will determine if Auxiliary Police can be used in lieu of Police Officers.
- If requesting authorization to procure private security, all must have an NYS Security License and provide proof of being bonded. All documentation must be submitted 72 hours before the event.
- No alcohol use is permitted on city property as per City Code §191-1. The sale of alcohol is prohibited.
- If your event is in a residential area and using vendors, the vendors must set up only on one (1) side of the street and not obstruct driveways.

IN WITNESS WHEREOF, the Sponsor/Organization/Applicant for the Block Party/Special Event Permit.
 (Must be signed in the presence of a Notary/Commissioner of Deeds)

Print Name: <u>Thomas Johnson</u>
Authorized Officer Title (if applicable):
Signature: <u>Thomas Johnson</u>

State of New York) ss.:
 County of Westchester)

On the 3rd day of June in the year 2025 before me, the undersigned, personally appeared Thomas Johnson, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Subscribed and sworn/affirmed before me this) 3rd day of June, 20 2025
 Notary Public/Commissioner of Deeds:
 Print Name: Patricia Fleming
 Signature: Patricia Fleming
 Qualified in Westchester County, NY Commission Expires: Sept. 30, 2026

effective: April 1, 2025

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



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: Hilltop (08/02/2025 Rain Date: 08/09/2025)

Please be advised that the Department of Public Works has no objections to your event on Hilltop (4th Avenue between 3rd and 4th Street. No parking signs will be placed 72 hours in advance and barricades placed 24 hours in advance.

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



*Lieutenant Juliet Evans
Commanding Officer*

*Sergeant Daniel De Benedictis
Executive Officer*

Date: June 18, 2024

To: Office of the Police Commissioner

From: Sgt De Benedictis, Support Services Division

Subject: Hilltop Give Back Cookout

At your direction, the undersigned has reviewed the attached special event request submitted by Thomas Johnson. The event "Hilltop Give Back Cookout". The event is scheduled for Saturday August 2, 2025, with a rain date of Saturday August 9, 2025, from the hours of 1500hrs to 2300hrs.

The event organizer has requested a street closure on south 4thth Ave between 3rd street to 4th street to host the event. The event is free and open to the public.

Alcohol will not be sold at the event, and the request does not specify whether sound equipment will be present. If sound equipment is present the organizer is to apply for a sound permit prior to the approval of the event.

I recommend that one (1) Sergeant and four (4) officers be hired on an overtime basis for the street closure and that the sector car and a supervisor give special attention to the event.

I also recommend that the patrol supervisor be authorized to hire additional officers on an overtime basis should the need arise at the expense of the organizer.

I further recommend that the application be approved once all permits and licenses have been acquired.

Sgt De Benedictis #3
Executive Officer
Support Services Division

Messages

Teddy Beale

June 5, 2025 at 12:27 pm

FDMV has no objections to the Hilltop Family Cookout. Roadway must remain passable for Fire and EMS vehicles
Fire Extinguishers that are necessary when cooking, per grill
Work or charcoal - 2.5 gal water Fire Extinguisher
Propane - 5lb ABC Fire Extinguisher
Oil - "K" type Fire Extinguisher

Step Activity

OpenGov system activated this step

06/03/2025 at 2:45 pm

OpenGov system assigned this step to Teddy Beale

06/03/2025 at 2:45 pm

Teddy Beale completed this step

06/05/2025 at 12:27 pm



CHRIST APOSTOLIC CHURCH INT FAMILY WORSHIP CENTER

Branches Throughout Ghana, Côte d'Ivoire, Chad, Germany, Italy, Togo, Israel, South Africa & U.S.A
USA & CANADA MISSIONS

Add. 32 E1st St., Mt. Vernon, NY 10550 • Tel: 347 273 7033 • 347 478 1085

East Tremont Assembly

483 East Tremont Ave
Bronx, NY10457
Cell No: 646 496 7080

Philadelphia Assembly

2779 Lincoln Hwy
Feasterville, PA, 19053
Cell No: 678 508 9683

Atlanta Assembly

6781 Mableton Pkwy,
Mableton, GA 30126
Tel. 7706273285
Fax. 7706273285

Queens Assembly

160-23 Rockaway Blvd 2nd fl
Queens, NY11434
Cell No: 571 241 1007

Brooklyn Assembly

1451 Flatbush Avenue
Brooklyn, New York, 11210
Cell No: 347 694 9686

New Jersey Assembly

1034 Broad St.
Newark, NJ 07102
Cell No: 770 912 3905

Worcester Assembly

70 James St,
Worcester, MA 01603

Virginia Assembly

Rev. Andrews Kusi Anning
6621 Electronic Dr
Springfield, Va 22151
Cell: 703 640 8904

Lawrenceville Assembly

377 West Pike St B2,
Lawrenceville GA 30046
Cell: 678 651 6578

Denver Assembly

1582 South Parker Rd,
Suite 101
Denver, CO 80231
Cell: 720 243 7668

EIN : 13-3823167

06/02/2025

Honorable City Council of Mount Vernon
One Roosevelt Square
City Hall Room 104
Mount Vernon
NY 10550

Dear Honorable Members of the City

RE: Special Event

The pastors and leaders of Christ Apostolic Church, Mount Vernon, New York, wish to request legislation approving the use of part of the parking lot between 1st street and East Prospect Avenue (near Foodtown) for a special religious event on Saturday August 9, 2025 from 11:00 AM through 8:00 PM.

Attached are the following requirements:

1. A fee of \$100 for administrative cost
2. Money order of \$500 payable to the City of Mount Vernon
3. Site setup diagram
4. Certificate of insurance of \$1,000,000 listing the City of Mount Vernon as an additional insured and certificate holder

As we will be using Generators, and domestic tents for the event, we will be obtaining a Certificate from the Mount Vernon, Fire Department.

We employ the City to grant permission for this event at their earliest convenience and look forward to hearing from you soon.

Yours Sincerely

Bright Abu

Rev. Bright Abu
Resident Pastor

Special Event Application

Applicant

Primary Location

SEB-25-6

 Ruth Wiafe

0 PROSPECT AV ,E
Mount Vernon, NY 10550

Submitted On: Jun 3, 2025

Applicant Information

Is the applicant an individual or an organization?

Business / Organization

Applying Organization / Business Name

Christ Apostolic Church

Applicant Address (Street Name, City, State, ZIP code, PLEASE!)

32 East 1st Street, Mount Vernon, NY 10550

Applicant's Daytime Phone Number

Organization/Business Main Contact Person

Rev Bright Abu

Event Information

Event Name

Set Them Free Crusade

Event Sponsor

Christ Apostolic Church

Event Date

08/09/2025

Rain Date

08/16/2025

Event Location

Car Park between Prospect Ave, and 1st Street

Start Time (e.g. 10 AM)

11:00 AM

End Time (e.g. 7 PM)

8:00 PM

Streets to be Closed (Please include cross streets, e.g. 3rd Ave, between 1st and 2nd Streets)

Part of City Car Park 16E Prospect Avenue

Event Information

Event details.

Gospel Outreach

Special Accommodations (Check all necessary for your event)

Parking Control

true

Sound Amplification Equipment

true

Use of Open Flame

--

Stage, Tent, or Canopy

true

Please give us the size/dimensions of the tent or canopy.

Domestic standardized Tent/Canopy

Will you be having any vendors at your event?

NO

Are you requesting to use Private Security?

NO

Additional Notes/Requests

Additional Information

We had a similar permit 2 years ago, however, the place weren't barricaded, and we had a tough time handing the motorist who came there to pack even when there's a clear sign of "No Parking" with a specified time. We ask for the place to be barricaded if the permit is approved.

Applicant Acknowledgement

I, the applicant, acknowledge that the information contained in this application is true and complete to the best of my knowledge. I affirm that I, all other parties to this application, as well as those involved with this event will abide by the laws of New York State, and the ordinances of the County of Westchester and the City of Mount Vernon.

true



Office of the City Clerk
 One Roosevelt Square, Room 104
 Mount Vernon, New York 10550
 (914) 665-2351
 cityclerk@mountvernonny.gov

EVENT NAME & DATE: Set Them Free Crusade

EVENT SPONSOR: Christ Apostolic Church

REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

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

ADDITIONAL GUIDELINES

- Sidewalks are to remain open to pedestrians with proper visible signage.
- The Police Department will determine whether police presence is required and how much is required. The event organizers will have to pay the salary for each officer. Payment must be received 72 hours in advance of the event. The Police Department will determine if Auxiliary Police can be used in lieu of Police Officers.
- If requesting authorization to procure private security, all must have an NYS Security License and provide proof of being bonded. All documentation must be submitted 72 hours before the event.
- No alcohol use is permitted on city property as per City Code §191-1. The sale of alcohol is prohibited.
- If your event is in a residential area and using vendors, the vendors must set up only on one (1) side of the street and not obstruct driveways.

IN WITNESS WHEREOF, the Sponsor/Organization/Applicant for the Block Party/Special Event Permit.
(Must be signed in the presence of a Notary/Commissioner of Deeds)

Print Name:	<u>Ruth T. Wiafe</u>
Authorized Officer Title (if applicable):	<u>Presiding Elder</u>
Signature:	<u>[Handwritten Signature]</u>

State of New York) ss.:
 County of Westchester

On the 2 day of June in the year 2025 before me, the undersigned, personally appeared Ruth T. Wiafe, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Subscribed and sworn/affirmed before me this) 2 day of June, 2025

Print Name: Nilza P Teixeira

Signature: [Handwritten Signature]

Qualified in Westchester County Commission Expires: December 5, 2025

effective: April 1, 2025





City of Mount Vernon, NY

July 2, 2025

Fire Department Inspection

Record No. SEB 25 6

Status Completed

Became Active June 9, 2025

Assignee Teddy Beale

Due Date None

Primary Location

0 PROSPECT AV ,E
Mount Vernon, NY 10550

Applicant

 Ruth Wiafe

Owner

Public Parking City of Mount Vernon
East Prospect Avenue Mount Vernon,
NY 10550

om
Mount Vernon, NY 10550

Inspection Types



No Appointments Scheduled

We couldn't find any scheduled inspection appointments.

Messages

Teddy Beale

June 12, 2025 at 8:55 pm

Pastor Good Evening Please contact the Office of the Fire Prevention Bureau in regard to generators and tents for your event. 914-665-2611 Thank you

0 PROSPECT AV. E. Mount Vernon, NY 10550

Actions

SEB-25-6

Special Event Application

View More

Details

Workflow

Attachments 5

(/#/explore/records/531772/details)

(/#/explore/records/531772/652228)

Show Workflow

Completed



Parking Bureau

Complete



Assignee

Ronnice Poteat



Due Date

Add

Messages

All Messages

Oldest to Newest



Ronnice Poteat Internal

July 2, 2025 at 3:32 pm

Approved for 20 Spaces in Lot 11/



Ronnice Poteat Internal

July 2, 2025 at 3:43 pm

\$500 CC payment made to the Parking Bureau 6/30/2025

INTERNAL



PUBLIC



Message input field

Send Internal Message



SSD Review and Recommendation

Record No. SEB 25 6

Status Completed

Became Active June 9, 2025

Assignee Daniel DeBenedictis

Due Date None

Primary Location

0 PROSPECT AV ,E
Mount Vernon, NY 10550

Applicant

Owner

Public Parking City of Mount Vernon
East Prospect Avenue Mount Vernon,
NY 10550

Messages

Daniel DeBenedictis Internal

June 17, 2025 at 5:45 pm

I recommend approval of the permit. It is also recommended that the sector car and street supervisor give special attention to the service as done in the past.



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: Set Them Free Crusade

Please be advised that the Department of Public Works has no objections to your event Set Them Free Crusade scheduled for Saturday August 9, 2025 11:00AM-8:00PM, being in held in the Parking lot (Lot #8) located at on Prospect Avenue between First Street and Prospect Avenue.

Best regards,

John Nuculovic
Deputy Commissioner of Public Works
JN/dg



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

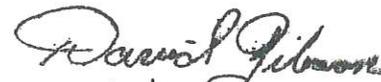
At your direction, the undersigned Captain has reviewed the attached event request letter submitted by Mayor Patterson-Howard through the City Clerk’s Office. The event is scheduled for September 20, 2025, from 1300 to 1900. The rain date will be September 27, 2025. The letter requests to have Howard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


 6/30/25

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
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- 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
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)

“The Jewel of Westchester”



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD
Mayor

City Hall
One Roosevelt Square – Room 108
Mount Vernon, NY, 10550
(914) 665-2343 – Fax: (914) 665-2476

DAMANI L. BUSH
Commissioner
ROBERT L. HACKETT
Deputy Commissioner

Respectfully,

Damani L. Bush
Commissioner of Public Works
DB/db

Cc: Comptroller Law Department Engineering Bureau DPW Supervisor Contracts



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 Sewer Rehabilitation – Macquesten/W Devonia Avenue & 115 Dell 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 hazard and the immediate need to remove and replace sections of concrete roadways above the sewers.

Zonzini was contacted for the removal and repouring of concrete slabs above the city sanitary sewer and storm sewer main sections at Macquesten and West Devonia as well as 115 Dell Avenue. The concrete slabs in both areas were settling and could cause potential damage to vehicles and pedestrians.

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 \$9,103.00.

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, 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, 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
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, 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 be "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, N.Y.
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD

Mayor

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

DAMANI L. BUSH

Commissioner

JOHN NUCULOVIC
Deputy Commissioner

July 1, 2025

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

Re: Request for Approval to Solicit Request for Proposals (RFP) for Tree Maintenance and Emergency Services

Dear Honorable City Council Members,

On behalf of the Department of Public Works, I respectfully request your approval to issue a Request for Proposals (RFP) for **Tree Maintenance and Emergency Services**, including trimming, pruning, hazardous tree removals, stump grinding, and storm response work across the City of Mount Vernon.

Urgency of Request

The city currently faces numerous tree-related hazards due to aging tree stock, storm damage, and a backlog of removal and pruning requests. These hazards threaten public safety, obstruct sidewalks and roads, endanger utility lines, and diminish the overall health and appearance of our neighborhoods.

Recent weather events have further highlighted the need for a rapid response, professional tree service provider capable of mobilizing in emergency situations 24/7. Without an active contract in place, the City risks delayed response, higher unregulated pricing, and increased liability exposure.

Scope of Work to Be Included in RFP

The selected contractor(s) will provide tree care services on an as needed and emergency basis, including:

- Emergency response within 1 hour of notice, available 24/7/365
- Tree trimming and pruning to maintain public safety and aesthetics
- Removal of dead, damaged, or hazardous trees
- Stump grinding and removal
- Storm cleanup and post-disaster response
- Brush chipping, log hauling, and debris disposal
- Heavy Clamshell and/or Crane services for large or structurally unsafe trees
- On-site traffic control and pedestrian safety measures
- Tree health assessments and condition reporting by certified arborists
- City-wide on-going assessments of tree conditions
- Prioritization/scheduling of work

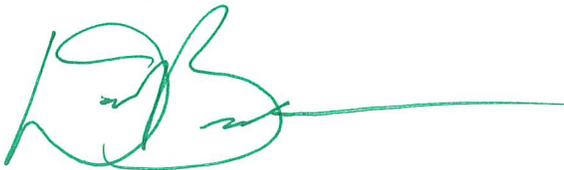
This RFP will allow the City to pre-qualify and contract with one or more reliable, insured vendors for a period of three years, with the option of a one-year renewal. A full pricing schedule and emergency mobilization plan will be required from all proposers, and preference will be given to MWBE-certified and local vendors in accordance with the City procurement policy.

Conclusion

Approval to release this RFP is critical to ensuring the City’s ability to promptly and cost-effectively respond to tree-related emergencies and maintain the long-term health and safety of our urban canopy. With Council's authorization, we intend to issue the RFP immediately and return with contract recommendations upon completion of the competitive bidding process.

Thank you for your attention to this important matter and for your continued support of public works operations throughout the City of Mount Vernon.

Respectfully,



Damani L. Bush
Commissioner of Public Works
DLB/jn

Cc: City Engineer



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
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.
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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, 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 in 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: TABLE(S): PODIUM: MICROPHONE(S) _____
(qty) (qty) (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

Room 11 - City Hall, Mount Vernon, NY 10550

(914)665-2420/2422 Fax: (914)665-2421

"The Jewel of Westchester"

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.

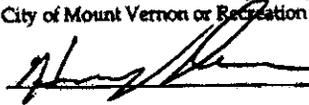
9. ADEQUATE SECURID FORCE:

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

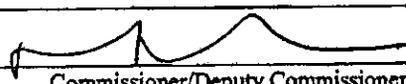
Official Use only:

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 Play Ground, 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: [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

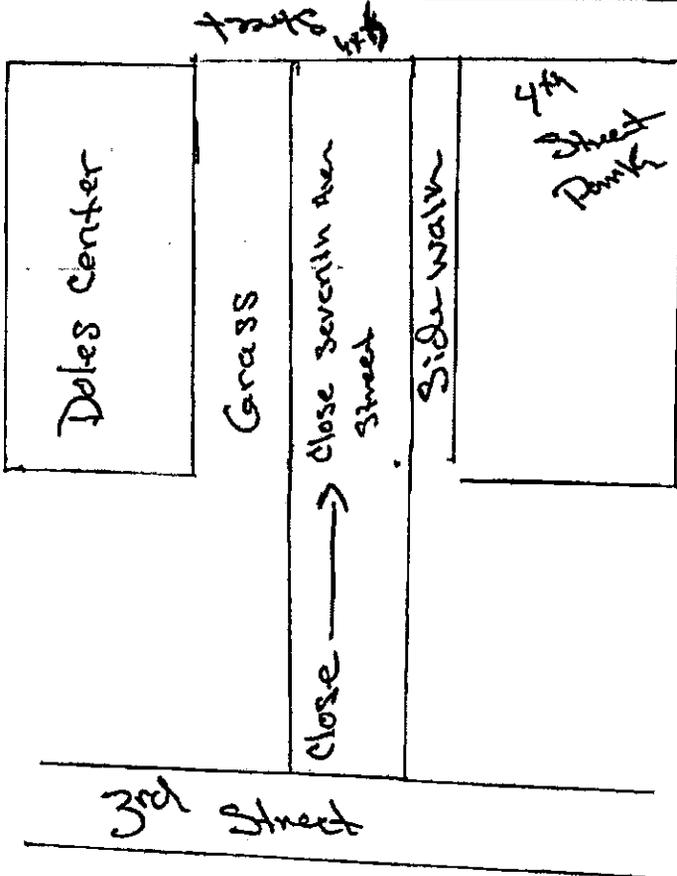
Department of Recreation
Room 11 - City Hall, Mount Vernon, NY 10550
(914)665-2427/(914)665-2421

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
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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 (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

SHAWYN PATTERSON-HOWARD
Mayor

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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

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

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 [X] DJ [X] 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

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

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

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

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"



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

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 Inc

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

Organization Name: Buddy White Project Inc

IN WHOLE OR PART, LIABLE AND

Organization Name:

Buddy White Project Inc

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] 5/20/25

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, 2025

The foregoing instrument was acknowledged before me this day of May 2025 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, 2025

"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: [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.

[Signature]
Notary Public
My Commission Expires

Patrica 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 COUNCIL
CITY OF MOUNT VERNON
ONE ROOSEVELT SQUARE**

DERRICK THOMPSON
CITY COUNCILMAN
DThompson@mountvernonny.gov

MOUNT VERNON, NY 10550
(914) 665-2352 FAX (914) 668-6044
www.cmvny.com

COUNCILMEMBERS
Danielle Browne, Esq., President
Jaevon Boxhill
Cathlin Gleason
Edward Poteat
Derrick Thompson

CHAIR, STANDING COMMITTEE ON
HUMAN RESOURCES

CO-CHAIR, STANDING COMMITTEE ON
PUBLIC SAFETY & CODES

July 1, 2025

RE: Naming of the Mount Vernon DPW Yard at 33 Canal Street - Juan Peralta, Sr. Plaza

Dear Honorable Members of the Mount Vernon City Council,

I respectfully submit this referral for your approval to name the Department of Public Works yard, located at 33 Canal Street, the **Juan Peralta, Sr. Plaza** in honor and recognition of a man whose life, work, and values reflect the very spirit of Mount Vernon.

Juan Peralta, Sr. was more than a skilled arborist and horticulturist, he was a builder of community. With over 55 years of combined experience at Alpine Tree Service, the New York Botanical Gardens, and ultimately with the City of Mount Vernon, Mr. Peralta brought unparalleled dedication, pride, and craftsmanship to his work. His passing is a devastating loss not only to the Peralta family but to all who knew and worked with him.

Originally from the Dominican Republic, Mr. Peralta came to Mount Vernon in 1968 with little more than hope, heart, and a strong back. He poured that strength into his work and community, never seeking the spotlight, yet always earning the respect of those around him. Whether trimming trees or caring for our city's green spaces, he did so with quiet pride and excellence.

Mr. Peralta's legacy extends far beyond his profession. He raised three sons in Mount Vernon. Juan, Frank, and Ricky who each carry forward his legacy in meaningful ways. Juan has risen to the rank of Deputy Chief in the Mount Vernon Fire Department, serving with the same humility and dedication his father exemplified. Frank and Ricky embody the same spirit of focus and drive.

Mr. Peralta lived the American Dream. His story is our story - a story of a man who came here seeking opportunity and gave back far more than he ever asked for. To name the DPW yard after him is to recognize not only a devoted employee and father, but a symbol of what defines Mount Vernon – strong, resilience, humility, service, and the power of family.

I respectfully urge the Council to honor Mr. Peralta's life and legacy by approving the legislation for the naming of Juan Peralta, Sr. Plaza at 33 Canal Street. It is a fitting tribute to a man who gave so much to this city, and whose name deserves to be etched into the very ground he helped shape.

Sincerely,
Derrick Thompson



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,

78



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, N.Y.
DEPARTMENT of ASSESSMENT

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY. 10550
(914) 665-2328 – Fax: (914) 665-3522

Stephanie Vanderpool
Commissioner

Cranson D. Johnson
Deputy Commissioner

June 30, 2025

Honorable City Council Members
City of Mount Vernon
Mount Vernon, New York 10550

(Through the Office of the Mayor)

Dear Honorable City Council Members:

I am requesting to amend Section 1 of Ordinance No. 13 adopted June 25, 2025, by adding the following language: “the Software Subscription Fees are yearly and must be included under the same contract as the One-time Professional Service fee.”

Fee Summary:

One-time Professional Service Fee:		\$35,000
Software Subscription fees:	Year 1	\$ 28,000
	Year 2	29,680
	Year 3	31,460
	Year 4	33,348
	Year 5	35,350

Attached, is subscription term for Catalis Enterprise CAMA covering July 15, 2025 through July 14, 2029.

It is requested that legislation be enacted authorizing Mayor Shawyn Patterson-Howard to execute the contract for Catalis Enterprise CAMA.

There are funds available in Budget Code A1355-405

If this meets approval code of your Honorable Body, would you kindly have the necessary legislation enacted.

Sincerely,

Stephanie Vanderpool
Commissioner of Assessment
City-Hall One Roosevelt Square
Mount Vernon, NY 10550
Email:SVanderpool@mountvernonny.gov
P (914) 665-2325 Fax (914) 665-3522



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, 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