

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, December 23, 2024

7:00 PM

**CITY COUNCIL CHAMBERS
CITY HALL**

City Council

NICOLE J. BONILLA, M.B.A.
Deputy City Clerk

**A REGULAR MEETING OF THE CITY OF THE MOUNT VERNON CITY COUNCIL
HELD ON WEDNESDAY, [INSERT DATE], 2023.**

Scheduled for 7:00 pm in the City Council Chambers, City Hall, Mount Vernon, New York.

**** This meeting was held in the City Council Chambers, with virtual participation via ZOOM and CMVNY Facebook. The meeting was not closed to the public. ****

PRESIDING: Cathlin B. Gleason, President

OTHERS: Nicole J. Bonilla, Deputy City Clerk; Antoinette Anderson, Legislative Aide; Johan Powell, Deputy Corporation Counsel.

CALL TO ORDER / PLEDGE OF ALLEGIANCE

Council President Cathlin B. Gleason called the meeting to order and provided general house-keeping rules, including encouraging citizens to share the meeting on social media and what to do “in case of emergency”. Council President Gleason explained the 3-minute-plus-1 public comment rule. She then asked a Councilperson to lead the council in the Pledge of Allegiance. Council President then proceeded to the Public Speakers session of the evening (listed below as public comment).

PUBLIC COMMENT

REFERRAL SESSION

Roll Call administered by Deputy City Clerk Nicole J. Bonilla

REPORTS OF STANDING COMMITTEES AND ACTION THEREON

To the Council:

LEGISLATION AND PUBLIC WORKS

1. Department of Law: An Ordinance Authorizing the Mayor to Enter into a Contract with LexisNexis Legal for the Purchase of Software for the Department of Law, including Casemap, Courtlink, and Lexis AI

Code: LPW

2. Department of Public Works: An Ordinance Authorizing the Mayor to Retroactively Enter into Contracts with Weatherright and Nuvista for Emergency Repairs to the Roof of the Police and Courts Building and Appropriating Funds from the American Rescue Plan Act (ARPA) Budget Code H1620.203 with Project Code C930 and H1620.203 with Project Code C952

Code: LPW

3. Department of Public Works: An Ordinance Authorizing the Mayor to Enter into a Retroactive Emergency Contractual Agreement with PCI Industries, Inc. for the Removal and Replacement of Sanitary and Stormwater Sewer Sections at 5th Avenue between 2nd and 3rd Street, and Appropriating Funds from the DEC Water Quality Improvement Program Grant

Code: LPW

4. Department of Public Works: An Ordinance Authorizing the Mayor to Amend the Agreement with National Water Main Cleaning Company to Extend the Contract End Date for Outfall 24 Sewer System Cleaning and Inspection Project 122022-1
5. Department of Public Works: An Ordinance Authorizing the Issuance of a Request for Proposals (RFP) and Request for Qualifications (RFQ) for the Edison Pump Station Upgrades and Equipment Pre-Procurement Projects
6. Department of Public Works: An Ordinance Authorizing the Mayor to Approve a Change Order and Final Payment to Weather Tight Systems, Inc. for Additional Repairs to the City Hall Roof and Authorizing the Payment from ARPA: City-Owned Property - H1620.203 C930
7. Department of Public Works: An Ordinance Authorizing the Purchase of Fleet Vehicles for Various Departments of the City of Mount Vernon Utilizing Funds from the American Rescue Plan Act (ARPA)

Code: LPW

To the Council:

HUMAN RESOURCES

8. Office of the Mayor (Department of Management Services): An Ordinance to Amend Ordinance No. 6, Adopted by the City Council on May 8, 2024, to Authorize the Mayor to Trade Four (4) Non-ADA Compliant Buses for Three (3) ADA and Wheelchair-Accessible Buses with Don Brown Bus Sales, Inc.

To the Council:

PUBLIC SAFETY AND CODES

9. Department of Public Safety: An Ordinance Authorizing the Award of RFP 0016-2024 and Authorizing a Contract with Inveris for the Renovation of the Gun Range

Code: PSC

10. Department of Public Safety: A Resolution to the New York Senate and Assembly in Support of Two (2) Members of Mount Vernon Police Benevolent Association ("PBA") to Re-Open the New York State Retirement Pension

Code: PSC

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11. The Department of Public Safety: An Ordinance to Amend the Position Title of Personnel Associate to Personnel Specialist in the 2024 Public Safety Budget

Code: PSC

To the Council:

FINANCE AND PLANNING

12. Office of the Comptroller: An Ordinance Authorizing the Comptroller to Enter into an Agreement with PrimeForce for Archiving of UKG Workforce Time and Attendance Data

Code: FP

13. Office of the Comptroller: An Ordinance Adopting an Updated Investment Policy for the City of Mount Vernon and Repealing All Prior Investment Policies

Code: FP

14. Office of the Comptroller: An Ordinance Authorizing the Comptroller to Enter into an Agreement with Insight (OpenGov) for Procurement and Tax and Revenue Software and Authorizing the Payment for said Software from ARPA Budget Line H1680.203C927

Code: FP

15. Department of Planning: An Ordinance Authorizing the Purchase of a Plotter from MRA International and Authorizing Payment for Said Purchase from the Department of Planning and Community Development Budget Line A8020.405

Code: FP

16. Department of Planning and Community Development: An Ordinance Authorizing the Mayor to Accept Safe Streets and Roads for All (SS4A) Federal Grant from the U.S. Department of Transportation and to Create a Road Safety Action Plan for the City of Mount Vernon

Code: FP

17. City Council: A Resolution of the City Council of the City of Mount Vernon Issuing a Notice of Completion and Scheduling a Public Hearing on the Final Generic Environmental Impact Statement and Zoning Petition for the Proposed Downtown Transit Oriented Arts District (DTOAD)

Code: FP

OTHER BUSINESS/CLOSING COMMENTS



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
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File #: TMP -1112

Agenda Date: 12/23/2024

Agenda #: 1.

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH LEXISNEXIS LEGAL FOR THE PURCHASE OF SOFTWARE FOR THE DEPARTMENT OF LAW, INCLUDING CASEMAP, COURTLINK, AND LEXIS AI

Whereas, by letter dated December 20, 2024, the Corporation Counsel has requested legislation for authorizing the Mayor to enter into a revised contract with LexisNexis Legal for the purchase of the following software for the Department of Law: CaseMap, Courtlink, and Lexis AI. The term of the agreement will be from January 1, 2025, to June 30, 2026, with a 5% increase in the cost for the second year of the contract; and

Whereas, the City of Mount Vernon recognizes the importance of efficient case management and legal operations in the Department of Law; and

Whereas, the City currently utilizes LexisNexis Legal services, and it is in the best interest of the City to upgrade these services with the addition of CaseMap, Courtlink, and Lexis AI to enhance case management, streamline daily legal functions, and improve operational efficiency; and

Whereas, the procurement of the upgraded LexisNexis software will support case management, improve workflow automation, and ensure the secure handling of sensitive legal data in compliance with legal and regulatory standards; and

Whereas, funding for the purchase of the software, totaling \$29,826.00, will be allocated from the American Rescue Plan Act (ARPA) funds and is available in the budget line MGT-H1680.230 C927 (Technology, Digitalize and Cybersecurity); and

Whereas, the proposed contract will be for the term of January 1, 2025, to June 30, 2026, with a 5% increase in cost for the second year of the contract; and

Whereas, the City Council of Mount Vernon is authorized to approve contracts involving expenditures on behalf of the City of Mount Vernon and its departments; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization to Enter into Contract. The Mayor is hereby authorized to enter into a revised contract with LexisNexis Legal to purchase the following software for the Department of Law: CaseMap, Courtlink, and Lexis AI. The agreement will be from January 1, 2025, to June 30, 2026, with a 5% increase in the cost for the second year of the contract.

Section 2. Funding. The total cost for the software purchase is \$29,826.00. The cost for the new services (CaseMap, Courtlink, and Lexis AI) will be an additional \$15,384.00. The funding for this purchase will be provided through ARPA funds and will be allocated from the budget line MGT-H1680.230 C927 (Technology, Digitalize and Cybersecurity).

Section 3. Benefits of Software Acquisition. The acquisition of the CaseMap, Courtlink, and Lexis AI software will provide the Department of Law with the following benefits:

1. Improved Case Management - Enhances tracking and documentation of legal matters, deadlines, and case status.

2. Increased Efficiency - Automates routine processes, reduces administrative burdens, and allows for faster retrieval of key documents.

3. Data Security and Compliance - Ensures sensitive legal information is securely stored and compliant with applicable legal and regulatory standards.

Section 4. Implementation and Support. The Department of Law will ensure that the new software's necessary training, implementation, and ongoing support are provided in accordance with the contract's terms.

Section 5. Severability. If any part of this Ordinance is found to be invalid or unenforceable, the remainder of this Ordinance shall remain in full force and effect.

Section 6. Authorization of the Mayor. The Mayor is hereby authorized to take all necessary actions to implement the terms of this ordinance, including executing the contract and ensuring compliance with the procurement and funding requirements.

Section 7. Legislative Approval. This ordinance shall be subject to final approval by the City Council of Mount Vernon.

Section 8. Effective Date. This ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



SHAWYN PATTERSON-HOWARD
MAYOR

BRIAN G. JOHNSON
CORPORATION COUNSEL

CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT OF LAW
CITY HALL
ONE ROOSEVELT SQUARE, MOUNT VERNON, NY 10550
(914) 665-2366 • FAX (914) 665-9142

DEPUTY CORPORATION COUNSEL
JOHAN S. POWELL

SECOND DEPUTY CORPORATION COUNSEL
CHRISTINE C. LOMBERT

ASSISTANT CORPORATION COUNSEL
MILDRED MCGUIRE

December 20, 2024

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

**Re: Request for Authorization to Enter into a Contract for
The Purchase of Software for the Department of Law**

Dear Honorable Councilmembers,

I respectfully submit this letter to request the approval of the Honorable Members of the City Council to authorize the Mayor to enter into a revised contract with LexisNexis Legal for the add-on purchase of CaseMap, Courtlink and Lexis AI for the Department of Law. This purchase would be an upgrade to our existing services with LexisNexis. The procurement of this software is essential to enhance the Department's operational efficiency, support case management, and streamline daily legal functions. A copy of the proposed contract is attached for your review.

The proposed term of the contract will be from 01/01/2025 to 06/30/2026. Broken up as follows: 1/1/2025 – 6/30/2025 and 7/1/2025 – 6/30/2026 (5% increase in year 2)

This timeline ensures sufficient time for implementation, training, and ongoing support for Department of Law personnel.

Funding for this purchase will amount to amount of \$45,210.00 and will be made available through **ARPA funds** and allocated from budget line MGT-H1680.230 C927 (Technology, Digitalize and Cybersecurity). This cost is broken down as follows. \$29,826.00 for existing LexisNexis services, , and \$15,384.00 will be added to cover the new services (Casemap, Courtlink, Lexis AI).

The acquisition of CaseMap will provide the following key benefits to the Department of Law:

1. **Improved Case Management** — Enhances tracking and documentation of legal matters, deadlines, and case status.

The Jewel of Westchester

2. **Increased Efficiency** — Automates routine processes, reduces administrative burdens, and allows for faster retrieval of key documents.
3. **Data Security and Compliance** — Ensures sensitive legal information is securely stored and compliant with applicable legal and regulatory standards.

Given the importance of this software to the daily operations and legal obligations of the City, I respectfully urge the City Council to consider and approve this request. Should you have any questions or require further details about the contract or the functionality of the software, I am available to provide any additional information as needed.

If this request meets with the approval of your Honorable Body, please enact the necessary legislation authorizing the Mayor to enter into the proposed contract with LexisNexis for the purchase of CaseMap, Courtlink and Lexis AI.

Thank you for your attention and consideration.

Sincerely,



Brian G. Johnson
Corporation Counsel

cc: Shawyn Patterson-Howard, Mayor
Cathlin B. Gleason, City Council President
Darren M. Morton, Comptroller

Attachments: Proposed Contract for LexisNexis, Quotes for comparable Services.



City of Mount Vernon, New York

Staff Report

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File #: TMP -1083

Agenda Date: 12/23/2024

Agenda #: 2.

City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR
TO RETROACTIVELY ENTER INTO CONTRACTS
WITH WEATHERTIGHT AND NUVISTA FOR EMERGENCY
REPAIRS TO THE ROOF OF THE POLICE AND COURTS
BUILDING AND APPROPRIATING FUNDS FROM THE
AMERICAN RESCUE PLAN ACT (ARPA) BUDGET CODE
H1620.203 WITH PROJECT CODE C930 AND
H1620.203 WITH PROJECT CODE C952**

Whereas, by letter dated December 11, 2024, the Deputy Commissioner of the Department of Public Works has requested legislation authorizing the Mayor to retroactively enter into contracts with WEATHERTIGHT and NUVISTA for emergency repairs to the roof of the Police and Courts building, ensure the integrity and functionality of critical infrastructure, and allocate funds for this purpose from the American Rescue Plan Act (ARPA) Budget Code H1620.203 with Project Code C930 and Budget Code H1620.203 with Project Code C952; and

Whereas, the City of Mount Vernon owns the building that houses the Police and Court and its only local inter- and intra-department communications system, a critical facility for public safety and operational functionality; and

Whereas, a comprehensive review and assessment by Environetics (ENV), documented in Project 24091, identified severe structural deficiencies in the building envelope, including the roof, eaves, flashing, gutters, and dormers, which have resulted in ongoing water damage that impacts police operations and court staff functions; and

Whereas, this Honorable Body previously declared an emergency on November 26, 2024, in response to the building's deteriorating condition, recognizing the urgency to address the structural issues to protect the integrity of police operations, officer safety, and the safety of the public; and

Whereas, the findings of the Environetics (ENV) report categorized the required repairs into three groups: (1) Emergency, (2) High Priority, and (3) Necessary Repairs/Renovations, with the Emergency category being the most critical and directly responsible for the ongoing water damage and operational risk; and

Whereas, the City of Mount Vernon has determined that bifurcating the roof repair project by task is the most efficient approach, with WEATHERTIGHT assigned to address the flat roof repairs and NUVISTA assigned to repair the peak/pitched roof areas, given their respective expertise and proven track records with prior city projects; and

Whereas, WEATHERTIGHT's estimate for its portion of the project totals \$700,750.00, and

NUVISTA's estimate for its portion of the project totals \$620,000.00, for a combined total project cost of \$1,320,750.00; and

Whereas, the City of Mount Vernon seeks to finance this project using American Rescue Plan Act (ARPA) funds under Budget Code H1620.203 with Project Code C930 and Budget Code H1620.203 with Project Code C952 to support essential infrastructure improvements that promote public safety and operational integrity; and

Whereas, the immediate repairs to the Police and Courts building roof will safeguard public safety, protect essential communication infrastructure, and prevent further costly damage to the building's internal structure; **Now, Therefore, Be It Resolved That**

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

Section 1. Purpose. The purpose of this Ordinance is to authorize the Mayor to retroactively enter into contracts with WEATHERTIGHT and NUVISTA for emergency repairs to the roof of the Police and Courts building, ensure the integrity and functionality of critical infrastructure, and allocate funds for this purpose from the American Rescue Plan Act (ARPA) Budget Code H1620.203 with Project Code C930 and .and Budget Code H1620.203 with Project Code C952.

Section 2. Authorization to Enter into Contracts. The Mayor is hereby authorized to enter into contracts with the following companies for the following work:

1. WEATHERTIGHT: To address flat roof repairs at a total cost of \$700,750.00.
2. NUVISTA: To address peak/pitched roof repairs at a total cost of \$620,000.00.

The total cost of the project is \$1,320,750.00.

Section 3. Funding. The total cost of the emergency roof repair project, \$1,320,750.00, shall be funded from the American Rescue Plan Act (ARPA) Budget Code H1620.203 with Project Code C930 and Budget Code H1620.203 with Project Code C952. This includes the contractual obligations to WEATHERTIGHT and NUVISTA to complete the emergency roof repair work.

Section 4. Findings of Necessity and Emergency. The City Council finds and declares that the repair and replacement of the roof on the Police and Courts building is an emergency under the terms established by the prior declaration on November 26, 2024. The urgency is based on the need to prevent further water damage, protect essential communication systems, and ensure officer and public safety.

Section 5. Contract Terms and Conditions. The contracts with WEATHERTIGHT and NUVISTA shall contain terms and conditions as deemed appropriate by the City's Legal Department and applicable local, state, and federal procurement regulations. The Director of Management Services and the Deputy Commissioner of Public Works shall oversee and ensure compliance with contract deliverables.

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



CITY OF MOUNT VERNON, N.Y.

DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

ROBERT L. HACKETT
Deputy Commissioner

JOHN NUCULOVIC
Deputy Commissioner

December 11, 2024

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

RE: Emergency Contract with Two Companies: (1) NUVISTA and (2) WEATHERTIGHT for the Emergency Repairs on the City Owned Property - Police / Courts Building [ARPA FUNDED]

Dear Honorable Members of the City Council,

OBJECTIVE. As Deputy Commissioner of the Department of Public Works for the City of Mount Vernon, I respectfully but urgently hereby request to enter into contract for construction above referenced location with the above listed companies due to public safety, building integrity, and operational functionality issues, which require immediate attention/action. This project seeks to alleviate the palpable threat to public safety faced by long-term neglect of a city-owned property which houses our Police and only radio/communication system.

BACKGROUND. Originating from my letter on November 26, the City Government (partially this Honorable Body) had rightly declared an emergency regarding this building due the building envelope, meaning from the eaves, flashing, gutters and dormers up to and including the roof, of which the state of disrepair has directly resulted in ongoing water damage on all physical levels of the structure, impacting all areas of police operations, as well as court staff. In addition, and more importantly from both a public safety and officer safety standpoint, is the palpable immediate risk of losing our only local communications inter and intra police department due to water damage.

Our expert consultants at "Environetics" ENV have completed their exhaustive review of the building (please see the attached: *Project 24091*) and have identified issues, provided possible solutions, and prioritized work, as requested, into three categories; (1) Emergency; (2) High Priority; and (3) Necessary Repairs/Renovations. In this effort, we seek to alleviate the Emergency (Category One) problems, which are the direct and sole cause all the image water damage and related water risk.

PROPOSED TASKS TO CONTRACTORS. In an effort to move expeditiously, while employing subject matter experts, driven also by a fiduciary responsibility to the constituents, we seek to bifurcate the job by task, as illustrated by the ENV Report, an equal portion of the roof issues pertain to a flat roof as much as areas of the roof being peak/pitched. We have worked with both vendors before, and NUVISTA, currently slotted to fix the peak/pitch damaged roof at the City Owned Property – Armory, is proficient at peaks and WEATHERTIGHT can be viewed as a great standard in insulation and repair of flat roofs. As such we seek the aforementioned bifurcation of job by task – (1) flat and (2) pitched.

"The Jewel of Westchester"

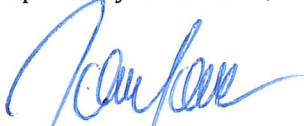
FUNDING. The estimates are as follows: (1) WEATHERTIGHT estimate for their portion of the assignment is 700,750.00USD and (2) NUVISTA estimate for their portion of the assignment is 620,000.00USD.

We seek the **Total Cost** of the Contracts which would be **\$1,320,750.00**.

We would seek to use and the American Rescue Plan Act (ARPA) funding sources/supplementals as follows:
(1) **Budget Code: H1620.203** with the **Project Code: C 930**; and (2) **Budget Code: H1620.203** with the **Project Code: C 952**.

Thank you very much for your time.

Respectfully Submitted,



John Nuculovic

Deputy Commissioner of the Department of Public Works

enc: 1. Environetics Conditions Assessment Report – Project 24091
 2. Proposal – NUVISTA
 3. Proposal – WEATHERTIGHT
cc: 1. File



City of Mount Vernon, New York

Staff Report

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File #: TMP -1084

Agenda Date: 12/23/2024

Agenda #: 3.

City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR
TO ENTER INTO A RETROACTIVE EMERGENCY
CONTRACTUAL AGREEMENT WITH PCI INDUSTRIES,
INC. FOR THE REMOVAL AND REPLACEMENT OF
SANITARY AND STORMWATER SEWER SECTIONS AT
5TH AVENUE BETWEEN 2ND AND 3RD STREET, AND
APPROPRIATING FUNDS FROM THE DEC WATER
QUALITY IMPROVEMENT PROGRAM GRANT**

Whereas, by letter dated December 2, 2024, the Deputy Commissioner of the Department of Public Works has requested legislation authorizing the Mayor to retroactively enter into a contractual agreement with PCI Industries, Inc. for the removal, replacement, backfilling, and restoration of sewer sections at 5th Avenue between 2nd and 3rd Street. The total contract amount shall be \$36,880.81; and

Whereas, the City of Mount Vernon's sanitary and stormwater sewer system at 5th Avenue between 2nd and 3rd Street has experienced critical failures, resulting in compromised infrastructure and posing a health hazard to the public; and

Whereas, PCI Industries, Inc. was contacted to address the emergency excavation and removal of failed sewer piping sections, as well as backfilling and road restoration, to mitigate the immediate threat to public health and safety; and

Whereas, the City of Mount Vernon's Procurement Policy, Section 6, Items Excepted from these Policies and Procedures by the City Council, Subsection B, allows for emergency purchases in response to an occurrence that presents an immediate threat to public property, life, safety, health, welfare, or property of residents, or threatens to curtail or terminate essential services; and

Whereas, due to the urgency of this situation, the delay required to seek alternate proposals would have further endangered public health, safety, and welfare, necessitating immediate action under the emergency procurement provisions; and

Whereas, the total cost of the emergency repairs is \$36,880.81, which includes the removal and replacement of the failed sewer sections, backfilling, and road restoration; and

Whereas, funding for these emergency repairs is available through the DEC Water Quality Improvement Program \$10,000,000 Grant under Budget Codes H8120.203 C937 and H8140.203 C938; and

Whereas, the City Council finds that immediate action is necessary to protect public health, safety, and welfare, and to avoid further degradation of critical sewer infrastructure; **Now, Therefore**,

Be It Resolved That

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

Section 1. Purpose. The purpose of this Ordinance is to authorize the Mayor to retroactively enter into an emergency contractual agreement with PCI Industries, Inc. for the removal and replacement of failed sections of sanitary and stormwater sewers at 5th Avenue between 2nd and 3rd Street and to appropriate funding for these emergency repairs from the DEC Water Quality Improvement Program Grant.

Section 2. Authorization to Enter into Contract. The Mayor is hereby authorized to retroactively enter into a contractual agreement with PCI Industries, Inc. to remove, replace, backfill, and restore sewer sections at 5th Avenue between 2nd and 3rd Street. The total contract amount shall be \$36,880.81.

Section 3. Funding. Funding for this project shall be provided through the DEC Water Quality Improvement Program \$10,000,000 Grant, allocated under the following budget codes:

- H8120.203 C937
- H8140.203 C938

The total amount allocated for this emergency repair is \$36,880.81.

Section 4. Findings of Necessity and Emergency. The City Council finds and declares that the failure of the sewer infrastructure at 5th Avenue between 2nd and 3rd Street constitutes an emergency under the City's Procurement Policy, as it presents an immediate threat to public health, safety, and welfare. The Council further finds that prompt action is necessary to avoid further risks to public safety and operational continuity.

Section 5. Contract Terms and Conditions. The contract with PCI Industries, Inc. shall include terms and conditions as deemed necessary by the City's Legal Department, in accordance with applicable local, state, and federal procurement regulations. The Director of Management Services and the Deputy Commissioner of Public Works shall oversee and ensure compliance with contract deliverables.

Section 6. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this Ordinance, which can be given effect without the invalid provision or application. To this end, the provisions of this Ordinance are severable.

Section 7. Effective Date. This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



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

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY. 10550
(914) 914-665-2343
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DAMANI L. BUSH
Commissioner

ROBERT L. HACKETT
Deputy Commissioner

JOHN NUCULOVIC
Deputy Commissioner

December 2nd, 2024

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

Re: Emergency Sewer Rehabilitation – 5th Avenue between 2nd & 3rd Streets

Dear Honorable City Council Members,

BACKGROUND. I am writing to respectfully request the City Council's approval to authorize the City to retroactively enter into an emergency contractual agreement with PCI Industries, Inc. This request is essential due to a health hazard and the immediate need to remove and replace sections of sanitary and stormwater sewers.

PCI was contacted for the emergency excavation and removal of failed sections of sewer piping at 5th Avenue between 2nd and 3rd Street as well as backfilling and road restoration.

PROCUREMENT POLICY. Please see justification paragraph as follows:

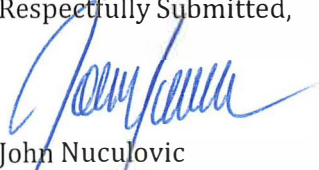
Section 6. Items Excepted from these Policies and Procedures by the City Council.

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 costs for this rehabilitation are **\$36,880.81.**

Funding for these emergency repairs is available via **DEC Water Quality Improvement Program \$10,000,000 Grant (H8120.203 C937 & H8140.203 C938).**

Respectfully Submitted,


John Nuculovic
Deputy Commissioner
Department of Public Works
cc: File



City of Mount Vernon, New York

Staff Report

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File #: TMP -1099

Agenda Date: 12/23/2024

Agenda #: 4.

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO AMEND THE AGREEMENT WITH NATIONAL WATER MAIN CLEANING COMPANY TO EXTEND THE CONTRACT END DATE FOR OUTFALL 24 SEWER SYSTEM CLEANING AND INSPECTION PROJECT 122022-1

Whereas, by letter dated December 17, 2024, the Commissioner of the Department of Public Works has requested legislation authorizing the Mayor to execute an amendment to the agreement with National Water Main Cleaning Company for the Outfall 24 Sewer System Cleaning and Inspection Project (Project No. 122022-1) to extend the contract end date from January 31, 2024, to March 31, 2025; and

Whereas, the City of Mount Vernon entered into an agreement with National Water Main Cleaning Company, located at 1806 Newark Turnpike, Kearny, New Jersey 07032, to clean and inspect all sewers within the area known as the Outfall 24 drainage area; and

Whereas, National Water Main Cleaning Company was selected as the low bidder for this project, and the contract was awarded for the amount of \$1,661,800, which was approved on May 2, 2023; and

Whereas, the scope of work for the Outfall 24 drainage area includes the cleaning and inspection of all sewers within the area; and

Whereas, it has been determined that the Outfall 24 drainage area contains more sewers than initially anticipated, resulting in additional time needed to complete the work, which is currently 80% complete; and

Whereas, the existing contract with National Water Main Cleaning Company is set to expire on January 31, 2024, but the New York State Department of Environmental Conservation (NYSDEC) Consent Order mandates that this work be completed by May 2025; and

Whereas, to ensure compliance with the NYSDEC Consent Order, it is necessary to extend the end date of the contract with National Water Main Cleaning Company from January 31, 2024, to March 31, 2025; and

Whereas, it is in the best interest of the City of Mount Vernon to amend the agreement with National Water Main Cleaning Company to facilitate the completion of this essential sewer system cleaning and inspection work; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization to Amend Agreement. The Mayor of the City of Mount Vernon

is hereby authorized to execute an amendment to the agreement with National Water Main Cleaning Company for the Outfall 24 Sewer System Cleaning and Inspection Project (Project No. 122022-1) to extend the contract end date from January 31, 2024, to March 31, 2025.

Section 2. Purpose of Amendment. This amendment aims to provide the National Water Main Cleaning Company with sufficient time to complete the cleaning and inspection of all sewers within the Outfall 24 drainage area as required by the NYSDEC Consent Order, ensuring compliance with the City's obligations under the order.

Section 3. There is no Change to the Contract Amount. This amendment does not authorize any increase to the original contract amount of \$1,661,800. The extension of time is intended solely to allow for the completion of work in accordance with the revised schedule.

Section 4. Funding Source. Funding for this project remains as originally allocated and approved by the City Council as part of the award of this contract. No additional funding is required for this contract's extension.

Section 5. Severability. If any provision of this Ordinance or its application is held invalid or unenforceable, such invalidity or unenforceability shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

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



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

ROBERT L. HACKETT
Deputy Commissioner

December 17, 2024

Honorable City Council
Of the City of Mount Vernon
City Hall, Mount Vernon, New York

RE: Contract Amendment Request - Outfall 24 – Sewer System Cleaning and Inspection: Project 122022-1

I, Damani Bush, Commissioner of Public Works respectfully request legislation authorizing the Mayor to amend the agreement with National Water Main Cleaning Company to extend the end date to March 31, 2025.

Outfall 24 – Sewer System Cleaning and Inspection: Project 122022-1 was awarded to National Water Main Cleaning Company, 1806 Newark Turnpike, Kearny, New Jersey 07032. They were accepted as the low bidder for **\$1,661,800**, and it was approved on 5/2/2023.

This work is for the cleaning and inspection of all sewers within the area known as the Outfall 24 drainage area. There are more sewers in this area than originally expected and the work is currently 80% complete. The end date of this one-year agreement is January 31, 2024. The City sewer system Consent Order requires that this work be completed by May 2025. It is requested that the end date of the contract be extended from January 31, 2025 to March 31, 2025.

Respectfully,

Damani Bush
Commissioner of Department of Public Works
DB/KH

CC: Grants Department
Comptroller
Arcadis of New York, Inc.
File



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1100

Agenda Date: 12/23/2024

Agenda #: 5.

City Council:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) AND REQUEST FOR QUALIFICATIONS (RFQ) FOR THE EDISON PUMP STATION UPGRADES AND EQUIPMENT PRE-PROCUREMENT PROJECTS

Whereas, by letter dated December 17, 2024, the Deputy Commissioner of the Department of Public Works has requested legislation authorizing the issuance of a Request for Proposals (RFP) and a Request for Qualifications (RFQ) for the Edison Pump Station upgrades and equipment pre-procurement projects to ensure compliance with the Consent Decree and to enhance the City's wastewater infrastructure; and

Whereas, the City of Mount Vernon is required to upgrade the Edison Avenue Pump Station to comply with a Consent Decree between the City, the Environmental Protection Agency (EPA), the New York State Department of Environmental Conservation (NYSDEC), and the Department of Justice (DOJ) (Case 7:18-cv-05845-CS), which mandates the prevention of illicit discharges into the Bronx and Hutchinson Rivers; and

Whereas, the Edison Avenue Pump Station collects wastewater from five properties, primarily industrial businesses, and has experienced historic sanitary sewer overflows that discharged into the storm sewer system and, eventually, into the Hutchinson River; and

Whereas, the upgrades are required to raise pump station controls and emergency generators out of the 100-year flood plain to ensure compliance with the Consent Decree and to prevent future discharges, with a mandated completion date of June 30, 2025; and

Whereas, the City's failure to meet the Consent Decree requirements could subject the City to civil and stipulated penalties, and time is of the essence to ensure timely completion of this project; and

Whereas, to expedite the completion of the project, the City proposes to issue one Request for Proposals (RFP) and one Request for Qualifications (RFQ) to operate on parallel tracks to ensure both the timely procurement of necessary equipment and the selection of a qualified construction firm; and

Whereas, the RFP will facilitate the pre-procurement of essential equipment for the Edison Avenue Pump Station upgrades, including:

1. Two (2) submersible pumps with controls,
2. One (1) standby generator,

3. One (1) new manhole inline grinder, and
4. A platform to raise the new generator and electrical controls six (6) feet above the flood plain; and

Whereas, the RFQ will seek to identify a qualified construction firm to complete the necessary upgrades to the Edison Avenue Pump Station using the pre-procured equipment; and

Whereas, funding for this project is eligible for support through the 2021 NYSDEC Water Quality Improvement Project grant and NYSEFC grant funding, which will help alleviate the financial burden on the City; and

Whereas, it is in the best interest of the City of Mount Vernon to authorize the release of the RFP and RFQ to ensure timely compliance with the Consent Decree and to improve the City's wastewater infrastructure; **Now, Therefore, Be It Resolved That**

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

Section 1. Purpose. The purpose of this Ordinance is to authorize the issuance of a Request for Proposals (RFP) and a Request for Qualifications (RFQ) for the Edison Pump Station upgrades and equipment pre-procurement projects to ensure compliance with the Consent Decree and to enhance the City's wastewater infrastructure.

Section 2. Authorization to Issue RFP and RFQ. The City Council hereby authorizes the issuance of:

- 1. A Request for Proposals (RFP)** for the pre-procurement of essential equipment for the Edison Pump Station upgrades, which shall include:
 - Two (2) submersible pumps with controls,
 - One (1) standby generator,
 - One (1) new manhole inline grinder, and
 - A platform to raise the new generator and electrical controls six (6) feet above the flood plain.
- 2. A Request for Qualifications (RFQ)** for the selection of a qualified construction firm to complete the necessary upgrades to the Edison Avenue Pump Station using the pre-procured equipment.

Section 3. Funding. The 2021 NYSDEC Water Quality Improvement Project grant and NYSEFC grant funding will provide funding for the procurement of equipment and construction services. No City general funds will be used for this purpose.

Section 4. Project Requirements and Timeline. The Edison Avenue Pump Station upgrades, as required by the Consent Decree, must be completed by June 30, 2025. The issuance of the RFP and RFQ is critical in meeting this deadline. The selected construction firm will be required to adhere to a project timeline that ensures the timely completion of the work.

Section 5. Severability. If any provision of this Ordinance or its application is held invalid or unenforceable, such invalidity or unenforceability shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end,

the provisions of this Ordinance are declared to be severable.

Section 6. Effective Date. This Ordinance shall take effect immediately upon its adoption by the City Council.



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

ROBERT L. HACKETT
Deputy Commissioner

JOHN NUCULOVIC
Deputy Commissioner

17 December 2024

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

Re: Request for Proposals (RFP) and Request for Qualifications (RFQ) – Edison Pump Station Upgrades and Edison Pump Station Equipment Pre-Procurement projects:

- Edison Pump Station Upgrades
- Edison Pump Station Equipment Pre-Procurement

Dear Honorable City Council Members,

OBJECTIVE. I am writing to formally request the City Council's authorization to release one Requests for Proposals (RFP) and one Request for Qualifications (RFQ) regarding the Edison Pump Station upgrades. You may recall this project from my briefing of the Council in Work Session, and both the importance of this project and the strict guidelines we are under. Normally, I should think to have one objective per letter, but joined them for reasons of not only brevity, but for ease of understanding.

BACKGROUND. The Edison Avenue Pump Station collects wastewater from five properties, mainly consisting of industrial businesses. The City is required through a Consent Decree between the City, Environmental Protection Agency, New York State Department of Environmental Conservation (NYSDEC) and the Department of Justice for illicit discharges to the Bronx and Hutchinson Rivers (Case 7:18-cv-05845-CS).

The upgrades to this pump station are required due to historic sanitary sewer overflows that discharged to the storm sewer system and eventually to the Hutchinson River. It also requires raising pump station controls and emergency generator out of the 100-year flood plain. The work must be completed by June 30, 2025. If the City fails to meet the requirements of the Consent Decree the City could be subjected to civil and stipulated penalties. Due to the long lead times, the City will need to pre-purchase the equipment for the upgrades.

As such, as stated in objective, we seek herein to ask to work in parallel with one RFB and one RFQ, with the City of Mount Vernon purchasing the specific items/tools/equipment/parts needed, while simultaneously seeking qualifications from construction firms with the specified intent of using the materials purchased by the City.

"The Jewel of Westchester"

REQUEST FOR PROPOSAL. The RFP will be for the pre-procurement of equipment for Edison Ave Pump Station upgrades and the other for a construction firm to complete the pump station upgrades. The Edison Pump Station Equipment Pre-Procurement RFP will include the procurement of: (1) two submersible pumps with controls; (2) a standby generator; (3) a new manhole inline grinder; and (4) a platform to raise the new generator and electrical controls 6-feet to be above the flood plain.

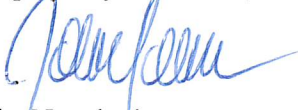
REQUEST FOR QUALIFICATIONS. Edison Pump Station Upgrades RFQ is to select a qualified construction firm for completing the pump station upgrades.

FUNDING. This project is eligible for funding through the **2021 NYSDEC Water Quality Improvement Project grant** and **NYSEFC grant funding**.

In the interest of both urgency/time and importance, I respectfully request/urge the City Council to approve this communicate so we can promptly move forward with this essential infrastructure project.

Thank you, yet again and as usual, for your consideration of this request.

Respectfully Submitted,



John Nuculovic
Deputy Commissioner of Public Works

cc: A. City Engineer
B. Grants Department
C. Contract File



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1101

Agenda Date: 12/23/2024

Agenda #: 6.

City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR TO
APPROVE A CHANGE ORDER AND FINAL PAYMENT
TO WEATHER TIGHT SYSTEMS, INC. FOR
ADDITIONAL REPAIRS TO THE CITY HALL ROOF
AND AUTHORIZING THE PAYMENT FROM ARPA:
CITY-OWNED PROPERTY - H1620.203.C930**

Whereas, by letter dated December 16, 2024, the Commissioner of the Department of Public Works has requested legislation authorizing the Mayor to approve the change order and final payment of \$57,550.00 to Weather Tight Systems, Inc., for additional repair and preparation work on the sloped metal roof areas of the Mount Vernon City Hall. The total project cost is revised from \$297,157.00 to \$354,707.00; and

Whereas, on October 17, 2023, the City Council of Mount Vernon enacted legislation to enter into a contractual agreement with Weather Tight Systems, Inc. for the “City Hall Roof Replacement and Repairs” project based on a bid amount of \$297,157.00; and

Whereas, the purpose of this contract was to address the excessive deterioration of the City Hall roof surface located at 1 Roosevelt Square, Mount Vernon, NY, which had resulted in water infiltration and hazardous working conditions for employees, particularly those occupying the upper floor directly beneath the previously unaddressed metal surface roof areas; and

Whereas, Mount Vernon City Hall’s roof comprises three (3) distinct surface areas characteristic of a “Mansard” roof type, featuring two sloped sides and a flat horizontal section. Of the three roof surfaces, two horizontal surfaces were successfully repaired and encapsulated with a Spray Foam Insulating Surface Coating, significantly reducing water and moisture penetration into the building’s interior; and

Whereas, during the project, it was determined that addressing the third portion of the roof - the sloped “Metal” roof areas - would require additional material and preparation for the final application of the Spray Foam Insulating Surface Coating; and

Whereas, Weather Tight Systems, Inc. performed the necessary preparatory and repair work on the sloped metal roof areas to ensure the long-term integrity of encapsulation, reducing water penetration and improving energy efficiency; and

Whereas, the cost of the additional repairs and prep work to the metal roof areas amounts to \$57,550.00, bringing the total cost of the City Hall Roof Replacement and Repairs project to \$354,707.00; and

Whereas, funding for the final payment of \$57,550.00 to Weather Tight Systems, Inc. is

available through the ARPA: City Owned Property - H1620.203.C930 budget line; and

Whereas, it is in the best interest of the City of Mount Vernon to authorize this payment to complete the comprehensive encapsulation of the City Hall roof and maintain the integrity of the building's "building envelope," thereby reducing moisture infiltration, preserving interior conditions, and lowering energy costs through improved insulation; **Now, Therefore, Be It Resolved That**

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

Section 1. Purpose. The purpose of this Ordinance is to authorize the Mayor to approve a change order and final payment to Weather Tight Systems, Inc. for additional repairs and preparatory work on the sloped metal roof areas of the Mount Vernon City Hall Roof Replacement and Repairs project and to authorize the payment for the extra costs from the ARPA: City Owned Property - H1620.203.C930 budget line.

Section 2. Approval of Change Order and Final Payment. The City Council authorizes the Mayor to approve the change order and final payment of \$57,550.00 to Weather Tight Systems, Inc., for additional repair and preparation work on the sloped metal roof areas of the Mount Vernon City Hall. The total project cost is revised from \$297,157.00 to \$354,707.00, as shown in the Table below:

Description	Amount Paid	Contract Amount
Original Roofing Contract (13,150 SF)		\$297,157.00
50% due upon contract signing (PAID)	\$148,578.50	
50% due upon contract signing (PAID)	\$148,578.50	
	Subtotal:	\$297,157.00
Additional repairs on metal roof (UNPAID)	\$57,550.00	
	Total:	\$354,707.00

Section 3. Funding Source. The final payment of \$57,550.00 to Weather Tight Systems, Inc. shall be funded by the ARPA: City Owned Property - H1620.203.C930 budget line.

Section 4. Authorization to Make Payment. The Comptroller is hereby authorized and directed to process payment to Weather Tight Systems, Inc. of \$57,550.00 as the final payment for additional repair and preparatory work to the sloped metal roof areas of the Mount Vernon City Hall.

Section 5. Severability. If any provision of this Ordinance or its application is held invalid or unenforceable, such invalidity or unenforceability shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

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



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

ROBERT L. HACKETT
Deputy Commissioner

December 16, 2024

Honorable City Council Members
Of the City of Mount Vernon
City Hall, Mount Vernon, New York 10550
(Through the Office of the Mayor)

Re: Mount Vernon City Hall Roof Encapsulation – Final Payment (Change Order)

Dear Honorable City Council Members:

On October 17, 2023, this Honorable Body enacted legislation to enter into a contractual agreement with Weather Tight Systems, Inc. for “City Hall Roof Replacement and Repairs” based on the bid received in the amount of \$297,157.00. The goal of this contract was to repair the excessive deterioration of the roofing surface and it’s growing inability to provide a dry work environment, ultimately contributing to a detrimental and hazardous working condition for employees of the facility. Particularly those occupying the upper floor right below the previously unaddressed metal surface roof areas.

The Mount Vernon City Hall - Roof, located at 1 Roosevelt Square in Mount Vernon, has three (3) distinct roof surface areas which make up the entirety of the City Hall roof structure. Commonly referred to architecturally as a “Mansard” roof type, which is a multi-sided gambrel-style hip roof characterized by two slopes on each of its sides. The City Hall - Roof has had 2 of 3 of its roof surfaces addressed and satisfactorily repaired. These (2) being the horizontal surface areas making up the top and lower portion of the roof configuration.

Over the years the sloped “Metal” roof areas, or the “3rd” area, were scarcely maintained only occasionally receiving a coat of exterior metal paint, or two. Unfortunately, there also weren’t many ways to deal with exterior metal finished roof areas until the last 10-15 years. Partial removal of the horizontal roof surfaces and remedial repairs of the parapet masonry at the roof level, in addition to the installation of a new Spray Foam Insulating Surface Coating over the (2) horizontal roof surfaces substantially reduced the water / moisture penetration problems at the lower floor areas.

During construction it was identified that to complete the entire encapsulation of the City Hall Roof by applying Spray Foam Insulating Surface Coating would require additional material installed over the sloped “Metal” roof surfaces which makes up the remaining 3rd portion of the roof configuration. In lieu of the final application of spray foam material being applied to the slope metal roofing areas at that time,

additional repair and prep work was performed at those areas in anticipation of the final Spray Foam application being applied sometime in the foreseeable future.

The additional repairs and temporary patch and prep work has held up considerable and a reduction in water penetration has been noted. In the future when the entire metal roof area is totally encapsulated the roof will provide a moisture resistant barrier which will sub-side interior deterioration due to moisture penetration and will also result in lower energy costs because of the insulating component of the Spray Foam.

This area, which makes up the top portion of the "*Building Envelope*" is arguably the most important portion of the "*Building Envelope*" and tremendously affects the ability to keep warm or cold air indoors and more importantly prevents the passage of water and condensation between the exterior and interior of the building.

Please see below for the budget breakdown:

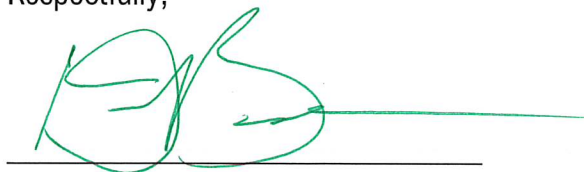
Description	PAID	CONTRACT AMOUNT
Original Roofing Contract (13,150SF)		\$297,157.00
50% Due Upon Contract Signing (PAID)	\$148,578.50	
50% Due Upon Completion of Project (PAID)	\$148,578.50	
Sub-Total		\$297,157.00
Additional Repairs on Metal Roof (UNPAID)	\$57,550.00	
Grand-Total		\$354,707.00

We hereby request that the Final Payment (Change Order) in the amount of **\$57,550.00** be approved for payment to Weather Tight Systems, Inc.

Funding for this payment is available via ARPA: City Owned Property – **H1620.203.C930**

If this meets with the approval of your Honorable Body, please kindly have the necessary legislation enacted.

Respectfully,



Damani L. Bush
Commissioner of Public Works
Cc: Comptroller's Office / File
DB/jp

Attachments: Weather Tight Invoice #9319-A



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1111

Agenda Date: 12/23/2024

Agenda #: 7.

City Council:

AN ORDINANCE AUTHORIZING THE PURCHASE OF FLEET VEHICLES FOR VARIOUS DEPARTMENTS OF THE CITY OF MOUNT VERNON UTILIZING FUNDS FROM THE AMERICAN RESCUE PLAN ACT (ARPA)

Whereas, by letter dated December 20, 2024, the Deputy Commissioner of the Department of Public Works has requested legislation for authorizing the purchase of fleet vehicles for the Department of Planning, the Office of the Assessor, and the Leadership of the Building Department, with a cost per vehicle not exceeding \$41,000 and a total expenditure not exceeding \$124,500.00. These vehicles shall be used for non-response, non-emergency, and routine transportation tasks; and

Whereas, the City of Mount Vernon seeks to authorize the purchase of fleet vehicles to support the operations of various departments, specifically the Department of Planning, the Office of the Assessor, and the Leadership of the Building Department; and

Whereas, the vehicles will be used for non-emergency, routine transportation needs, such as travel between job sites, inspections, and meetings; and

Whereas, the vehicles in question will be smaller, budget-friendly raised vehicles appropriate for the described tasks, with a total cost for each vehicle not exceeding \$41,000; and

Whereas, the City has received federal funding through the American Rescue Plan Act (ARPA) to support various critical municipal needs, including fleet improvements and related operational costs; and

Whereas, the City has identified specific ARPA funding accounts for this purchase, including the following accounts:

- **A3620.203ARP** for the Department of Planning;
- **A1640.203ARP** for the Office of the Assessor and the Leadership of the Building Department, with a total expenditure not to exceed **\$124,500.00**; **Now, Therefore, Be It Resolved That**

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

Section 1: Authorization to Purchase Vehicles. The City Council hereby authorizes the purchase of fleet vehicles for the Department of Planning, the Office of the Assessor, and the Leadership of the Building Department, with a cost per vehicle not exceeding \$41,000 and a total expenditure not exceeding \$124,500.00. These vehicles shall be used for non-response, non-emergency, and routine transportation tasks.

Section 2: Funding Source. The funding for the purchase of the vehicles mentioned above shall be derived from the following American Rescue Plan Act (ARPA) funding sources:

- A3620.203ARP for the Department of Planning
- A1640.203ARP for the Office of the Assessor and the Leadership of the Building Department, with a total expenditure not to exceed \$124,500.00.

Section 3: Compliance with ARPA Guidelines. The purchase and expenditure of these funds shall be conducted in full compliance with all applicable guidelines, requirements, and restrictions set forth by the U.S. Department of the Treasury under the American Rescue Plan Act (ARPA).

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



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

ROBERT L. HACKETT
Deputy Commissioner

JOHN NUCULOVIC
Deputy Commissioner

20 December 2024

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

Re: Purchase of Fleet Vehicles for Various Departments of the City of Mount Vernon employing funds from the **American Rescue Plan Act (ARPA)**

Dear Honorable City Council Members,

OBJECTIVE. I am writing to formally request the City Council's authorization to purchase vehicles for the (1) Department of Planning; (2) Office of the Assessor; (3) and Leadership of the Building Department.

BACKGROUND. These vehicles are smaller budget type raised vehicles, and they been fit for non-response, non-emergency, routine transportation. The cost for each will not exceed 41,500USD each.

FUNDING. The Funding for these vehicles will be ARPA Funds as follows: **(1) A3620.203ARP and (2) A1640.203ARP** for a total **NTE 124,500.00**. Item one (A3620.203) will fund the Planning Department and Item Two (A1640.203) will fund the balance.

Thank you very much.

Respectfully Submitted,

John Nuculovic
Deputy Commissioner of Public Works
cc: File



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1110

Agenda Date: 12/23/2024

Agenda #: 8.

City Council:

**AN ORDINANCE TO AMEND ORDINANCE NO. 6,
ADOPTED BY THE CITY COUNCIL ON MAY 8, 2024,
TO AUTHORIZE THE MAYOR TO TRADE FOUR (4)
NON-ADA-COMPLIANT BUSES FOR THREE (3) ADA
AND WHEELCHAIR-ACCESSIBLE BUSES WITH DON
BROWN BUS SALES, INC.**

Whereas, by letter dated December 19, 2024, the Commissioner of Management Services has requested legislation authorizing the Mayor to amend Ordinance Number 6, adopted at the May 8, 2024, City Council meeting, to authorize the Mayor to enter into an agreement with Don Brown Bus Sales, Inc. to trade four (4) non-ADA-compliant buses for three (3) ADA and wheelchair-accessible buses, thereby ensuring that the City's transportation fleet is more accessible to all residents; and

Whereas, the City of Mount Vernon is committed to ensuring that its transportation fleet is accessible to all residents, including those with disabilities; and

Whereas, Ordinance Number 6, adopted at the May 8, 2024, City Council meeting, authorized specific actions related to the City's transportation fleet, but an amendment is now necessary to facilitate a trade-in agreement for more accessible buses; and

Whereas, the Department of Management Services has identified an opportunity to trade four (4) non-ADA-compliant buses for three (3) ADA and wheelchair-accessible buses with Don Brown Bus Sales, Inc., ensuring improved accessibility for all residents; and

Whereas, the buses to be traded are as follows:

Item	Description	Quantity	Unit Price
Trade #1	VIN #1HA6GUB73PN017309	1	\$83,700.00
Trade #2	VIN #1HA6GUB74PN017285	1	\$83,700.00
Trade #3	VIN #1HA6GUB70PN017316	1	\$83,700.00
Trade #4	VIN #1HA6GUB79PN017301	1	\$83,700.00

Whereas, the total trade-in value of these buses amounts to \$334,800.00; and

Whereas, the new ADA and wheelchair-accessible buses have a unit price of \$136,895.00 each, totaling \$410,685.00 for three (3) buses; and

Whereas, after accounting for the trade-in value of \$334,800.00, the net cost to the City of Mount Vernon for the purchase of the three (3) ADA-compliant buses is \$75,885.00; and

Whereas, funding for this purchase will be allocated from budget codes A7020.203ARP and A7311.203ARP; and

Whereas, the Comptroller's Office has reviewed and confirmed that the trade-in and purchase are in the City's best financial and operational interest; **Now, Therefore, Be It Resolved That**

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

Section 1. Purpose. The purpose of this Ordinance is to amend Ordinance Number 6, adopted at the May 8, 2024, City Council meeting, to authorize the Mayor to enter into an agreement with Don Brown Bus Sales, Inc. to trade four (4) non-ADA-compliant buses for three (3) ADA and wheelchair-accessible buses, thereby ensuring that the City's transportation fleet is more accessible to all residents.

Section 2. Authorization to Trade-In Buses. The City Council hereby authorizes the Mayor to trade the following four (4) non-ADA-compliant buses for trade-in credit with Don Brown Bus Sales, Inc.:

ItemDescriptionQuantity Unit Price			
Trade #1	VIN #1HA6GUB73PN017309	1	\$83,700.00
Trade #2	VIN #1HA6GUB74PN017285	1	\$83,700.00
Trade #3	VIN #1HA6GUB70PN017316	1	\$83,700.00
Trade #4	VIN #1HA6GUB79PN017301	1	\$83,700.00

Section 3. Authorization to Purchase New Buses. The City Council authorizes the Mayor to purchase three (3) ADA and wheelchair-accessible buses from Don Brown Bus Sales, Inc. at a unit cost of \$136,895.00 per bus, totaling \$410,685.00. The trade-in value of the four (4) non-ADA-compliant buses will be applied to reduce the total cost of the new buses, resulting in a net cost to the City of \$75,885.00.

Section 4. Funding. The City Council authorizes the allocation of funds to purchase the three (3) ADA and wheelchair-accessible buses using budget codes A7020.203ARP and A7311.203ARP.

Section 5. Authorization of Mayor. The Mayor is hereby authorized to execute all documents, contracts, and agreements necessary to facilitate the trade-in and purchase of the buses as outlined in this Ordinance.

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



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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

JUAN PEREZ
Commissioner Management Services

December 19, 2024

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

December 19, 2024

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

RE: Request to Amend Ordinance Number 6 from the May 8, 2024 City Council Meeting to Allow the Mayor to Trade Four (4) Non-ADA Compliant Buses for Three (3) ADA and Wheelchair Accessible Buses with Don Brown Bus Sales, Inc., Utilizing Budget Codes A7020.203ARP and A7311.203ARP

Honorable Council members,

Management Services respectfully requests the City Council's approval to amend Ordinance Number 6 from the May 8, 2024 City Council meeting. The amendment would authorize the Mayor to trade in four (4) non-ADA compliant buses for three (3) ADA and wheelchair-accessible buses from Don Brown Bus Sales, Inc.

The trade-in buses are as follows:

Item	Description	Qty	Unit Price
Trade #1	1HA6GUB73PN017309	1	\$-83,700.00
Trade #2	1HA6GUB74PN017285	1	\$-83,700.00
Trade #3	1HA6GUB70PN017316	1	\$-83,700.00
Trade #4	1HA6GUB79PN017301	1	\$-83,700.00

The new buses are valued at \$136,895.00 each, for a total of \$410,685.00. After accounting for the trade-in value of \$334,800, the city's net cost for the new buses will be \$75,885.00. Funding for this purchase will be allocated from budget codes A7020.203ARP and A7311.203ARP.



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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

JUAN PEREZ
Commissioner Management Services

This trade will allow the city to economically provide ADA-compliant buses, ensuring greater accessibility for all residents.

The Comptroller's Office has been consulted to confirm that this trade is in the best interest of the city.

Sincerely,

Juan Perez
Commissioner Management Services

cc: Mayors Office, Comptroller



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
CITY HALL, MOUNT
VERNON, NEW YORK
10550
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File #: TMP -1090

Agenda Date: 12/23/2024

Agenda #: 9.

City Council:

AN ORDINANCE AUTHORIZING THE AWARD OF RFP 0016-2024 AND AUTHORIZING A CONTRACT WITH INVERIS FOR THE RENOVATION OF THE GUN RANGE

Whereas, by letter dated December 10, 2024, the Commissioner of the Department of Public Safety has requested legislation authorizing the award of a contract for RFP 0016-2024 to InVeris and authorizing the Mayor to enter into an agreement with Inveris for the renovation of the Department of Public Safety's Gun Range, in accordance with the specifications outlined, at a total cost of \$ 149,971.78, which includes all labor, materials, equipment, and services necessary to complete the project; and

Whereas, the City of Mount Vernon is committed to ensuring the safety, preparedness, and training of its police officers in the proper handling and use of firearms; and

Whereas, the Department of Public Safety has identified a critical need to renovate the gun range located in the basement of the Mount Vernon Police Department Headquarters to provide officers with regular and consistent training opportunities, which are currently limited by shared use of the County's Firearms Range with 45 other law enforcement agencies; and

Whereas, the City of Mount Vernon issued Request for Proposals (RFP) 0016-2024 on August 20, 2024, for the renovation of the Department of Public Safety's Gun Range, including the repair of the Heating, Ventilation, and Air Conditioning (HVAC) system and the upgrade of critical materials and systems to ensure a safe and operational firearms training facility; and

Whereas, an Evaluation Committee composed of members of the Department of Public Safety reviewed and assessed proposals submitted in response to RFP 0016-2024, with a focus on cost-effectiveness, technical capability, and vendor reputation; and

Whereas, after careful review, InVeris was selected as the vendor that best meets the City's needs based on its experience, reputation for quality service, and ability to meet the City's technical and operational requirements; and

Whereas, the contract with InVeris will have a total value of \$149,971.78, inclusive of materials, products, and services necessary for the repair of the HVAC system, decontamination and removal of old equipment, cleaning and replacement of air ventilation filters, and the replacement of range traps, wall plates, rifle re-directive baffle, target holders, plate welds, mounts, computer systems, and associated electrical work, as well as lead remediation as required; and

Whereas, funding for this project will be provided through the American Rescue Plan Act (ARPA) Budget Line A3120.458ARP; **Now, Therefore, Be It Resolved That**

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

Section 1. Purpose. The purpose of this Ordinance is to authorize the City of Mount Vernon to award the contract for RFP 0016-2024 (Gun Range Renovation) to InVeris and to enter into an agreement with InVeris for the renovation of the gun range located in the basement of the Mount Vernon Police Department Headquarters.

Section 2. Authorization to Enter into Contract. The Mayor is hereby authorized to enter into a contract with InVeris for the renovation of the Department of Public Safety's Gun Range, in accordance with the specifications outlined in RFP 0016-2024, at a total cost of \$149,971.78, which includes all labor, materials, equipment, and services necessary to complete the project.

Section 3. Scope of Work. The scope of work to be completed by InVeris shall include but not be limited to the following key deliverables:

1. HVAC System Repair: Decontaminating and removing old HVAC equipment, cleaning air ventilation filters, and replacing all air ventilation filters.

2. Range Upgrades: Replacement of range traps, wall plates, rifle re-directive baffles, target holders, plate welds, and mounts.

3. Electrical and Technological Enhancements: Replacement and programming of the computer systems required to operate the range and any necessary electrical work to support these upgrades.

4. Lead Remediation: Implement lead remediation protocols to ensure compliance with safety and health standards.

Section 4. Funding. The Department of Public Safety's Gun Range renovation will cost \$149,971.78 and be funded through the American Rescue Plan Act (ARPA) Budget Line A3120.458ARP.

Section 5. Findings of Necessity. The City Council finds that renovating the Mount Vernon Police Department's Gun Range is critical to public safety. Providing a functional and safe gun range for police officer training is essential for ensuring officer preparedness and the responsible handling of firearms.

Section 6. Contract Terms and Conditions. The contract with InVeris shall be subject to terms and conditions deemed appropriate by the City's Legal Department. They shall comply with local, state, and federal procurement regulations. The Department of Public Safety shall be responsible for overseeing the contract deliverables.

Section 7. Severability. Suppose any provision of this Ordinance or its application is held invalid or unenforceable. In that case, such invalidity or unenforceability shall not affect any other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

Section 8. Effective Date. This Ordinance shall take effect immediately upon its adoption and approval by the Board of Estimate & Contract.



DEPARTMENT OF PUBLIC SAFETY
BUREAU OF POLICE
ROOSEVELT SQUARE
MOUNT VERNON, NY 10550
(914) 665-2500

DAVID GIBSON
COMMISSIONER

JENNIFER LACKARD
DEPUTY COMMISSIONER - REFORM

MARCEL OLIFIERS
CHIEF OF OPERATIONS

SHAWYN PATTERSON - HOWARD
MAYOR

December 10, 2024

Honorable Members of the City Council
Through the Office of the Mayor
City Hall- One Roosevelt Square
Mount Vernon, NY 10550

Dear Honorable Members,

Re: Request for approval to award Contract for Department of Public Safety's Firearms Range Upgrade to InVeris & to enter into a contract with and make payment to InVeris

The Department of Public Safety request that the City Council adopt and ordinance allowing the City of Mount Vernon to award the contract for RFP 0016-2024 (Gun Range Renovation) to InVeris, enter into a contract with InVeris.

RFP Overview:

1. Purpose of RFP:

The City of Mount Vernon desired to renovate the Department of Public Safety's Gun Range, located in the basement of Mount Vernon Police Department Headquarters. The range, when operational, would allow for the increased training of firearms to the Department's Police Officers, a skill that is vital for the safe carrying and usage of firearms. Currently, the Department is limited in training opportunities for the use of the County's Firearms Range as it is shared with the 45 Law Enforcement agencies within the County. The RFP covered the Heating, Ventilation and Air Conditioning (HVAC) repairs to the Range, as well as the upgrade of materials needed to safely operate a firearms range.

2. RFP Publication Date: August 20, 2024

3. Proposal Evaluation:

An evaluation Committee consisting of Members of the Department of Public Safety was convened. The Proposal was assessed based on the criteria of cost-effectiveness, technical capability and vendor reputation.

4. Selected Vendor:

After careful consideration, InVeris has been identified as the vendor who meets our needs, with a history of quality service.

5. Contact Summary:

- Contract Value: **\$149,971.78**, inclusive of materials, products and services

6. Key Deliverables:

- Repair of the HVAC System, including the decontamination and removal of old equipment and the cleaning of and replacement of all air ventilation filters
- Replacement of range traps, all wall plates, the rifle re-directive baffle, target holders, plate welds and mounts, along with the computer systems that will need to be programed to operate the range. Electrical work as required. Additionally, this will include lead remediation as required.

7. Cost:

- **\$149,971.78**, inclusive of materials, products and services

8. Funding Source:

- ARPA Budget Line: **A3120.458ARP**

I am available for further discussion and ready to provide any additional documentation required to facilitate the approval process.

If it meets with your Honorable Body's approval, please adopt an ordinance granting it approval.

Sincerely,



David Gibson
Commissioner of Public Safety

CC: Mayor
Comptroller
Corporation Counsel



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
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10550
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File #: TMP -1104

Agenda Date: 12/23/2024

Agenda #: 10.

City Council:

A RESOLUTION TO THE NEW YORK STATE SENATE AND ASSEMBLY IN SUPPORT OF TWO (2) MEMBERS OF MOUNT VERNON POLICE BENEVOLENT ASSOCIATION (“PBA”) TO RE-OPEN THE NEW YORK STATE RETIREMENT PENSION

WHEREAS, by letter dated October 8, 2024, Liam L. Castro, Esq. on behalf of the Mount Vernon Police Benevolent Association (“PBA”), has requested special State legislation that would allow two (2) Members, Sargeant Donovan Yoe, and Police Officer Jason Cruz to re-open their New York State Retirement Pension; and

WHEREAS, we request that Members Sargeant Donovan Yoe and Police Officer Jason Cruz’s records be corrected so that they can accurately report their start date of January 8, 2010. Both Members should be on the New York State Retirement Pension Plan from the inception of their start date, as per the NYS Retirement Pension Unit; NOW, THEREFORE, be it

RESOLVED, that the City of Mount Vernon strongly supports and urges the State legislature to re-open the New York State Retirement Pension for Members, Sargeant Donovan Yoe and Police Officer Jason Cruz, and be it further

RESOLVED, that the City Clerk is hereby directed to forward copies of this resolution to Senator Jamal Baily, 33rd District, and Assemblyman James Gary Pretlow, 84th District.

**A RESOLUTION TO THE NEW YORK STATE SENATE
AND ASSEMBLY IN SUPPORT OF TWO (2) MEMBERS
OF MOUNT VERNON POLICE BENEVOLENT
ASSOCIATION (“PBA”) TO RE-OPEN THE NEW YORK
STATE RETIREMENT PENSION**

WHEREAS, by letter dated October 8, 2024, Liam L. Castro, Esq. on behalf of the Mount Vernon Police Benevolent Association (“PBA”) has requested special State legislation that would allow two (2) Members, Sargeant Donovan Yoe and Police Officer Jason Cruz to re-open their New York State Retirement Pension; and

WHEREAS, we request that Members, Sargeant Donovan Yoe and Police Officer Jason Cruz records be corrected to more accurately report their start date of January 8, 2010. Both Members should be on the New York State Retirement Pension Plan from the inception of their start date, as per the NYS Retirement Pension Unit; NOW, THEREFORE, be it

RESOLVED, that the City of Mount Vernon strongly supports and urges the State Legislature to re-open the New York State Retirement Pension for Members, Sargeant Donovan Yoe and Police Officer Jason Cruz, and be it further

RESOLVED, that the City Clerk is hereby directed to forward copies of this resolution to Senator Jamal Baily, 33rd District and Assemblyman James Gary Pretlow, 84th District.



City of Mount Vernon, New York

Staff Report

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File #: TMP -1108

Agenda Date: 12/23/2024

Agenda #: 11.

City Council:

AN ORDINANCE TO AMEND THE POSITION TITLE OF PERSONNEL ASSOCIATE TO PERSONNEL SPECIALIST IN THE 2024 PUBLIC SAFETY BUDGET

Whereas, by letter dated December 19, 2024, the Commissioner of the Department of Public Safety has requested legislation authorizing the amendment of the 2024 Public Safety Budget to change the position title from Personnel Associate (Grade 78) to Personnel Specialist (Grade 8D). This change shall be reflected in all budgetary records, job descriptions, and payroll documentation; and

Whereas, the City of Mount Vernon recognizes the importance of aligning job titles and responsibilities to accurately reflect the duties performed by personnel within the Department of Public Safety; and

Whereas, after consultation with the Department of Human Resources and the Department of Civil Service, it has been determined that the position title of Personnel Associate (Grade 78) requires an update to reflect expanded responsibilities and more accurately define the role within the Department of Public Safety; and

Whereas, the Department of Civil Service has formally approved the position title of Personnel Specialist (Grade 8D) as an appropriate classification for the role, with additional responsibilities assigned to the position and direct reporting to the Commanding Officer of the Personnel Division within the police department; and

Whereas, the Civil Service Commission approved the position title change to Personnel Specialist (Grade 8D) on November 20, 2024, and the Department of Human Resources completed a grading review and confirmed the classification on November 26, 2024; and

Whereas, it is in the best interest of the City of Mount Vernon to adopt the new title of Personnel Specialist (Grade 8D) to ensure the effective administration of public safety operations and maintain compliance with CSEA contractual obligations and Civil Service regulations; **Now, Therefore, Be It Resolved That**

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

Section 1. Purpose. This ordinance amends the 2024 Public Safety Budget to update the position title of Personnel Associate (Grade 78) to Personnel Specialist (Grade 8D) to reflect the revised job responsibilities and reporting structure within the Department of Public Safety.

Section 2. Authorization to Amend Budget. The City Council authorizes the 2024 Public

Safety Budget amendment to change the position title from Personnel Associate (Grade 78) to Personnel Specialist (Grade 8D). This change shall be reflected in all budgetary records, job descriptions, and payroll documentation.

Section 3. Position Classification and Reporting. The Personnel Specialist (Grade 8D) position reports directly to the Commanding Officer of the Personnel Division within the Department of Public Safety. This position assumes all duties, responsibilities, and functions as defined by the updated job description approved by the Civil Service Commission and the Department of Human Resources.

Section 4. Compliance with Civil Service and CSEA Regulations. This amendment is made in accordance with the regulations and guidelines established by the Department of Civil Service and the CSEA. The title change and reclassification are consistent with the Civil Service approval granted on November 20, 2024, and the Department of Human Resources grading on November 26, 2024.

Section 5. Effective Date. This Ordinance shall take effect immediately upon its adoption and approval by the Board of Estimate & Contract.



DEPARTMENT OF PUBLIC SAFETY

BUREAU OF POLICE
ROOSEVELT SQUARE
MOUNT VERNON, NY 10550
(914) 665-2500

DAVID GIBSON
COMMISSIONER

JENNIFER LACKARD
DEPUTY COMMISSIONER of Reform

MARCEL OLIFIERS
CHIEF OF OPERATIONS

SHAWYN PATTERSON - HOWARD
MAYOR

December 19, 2024

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

RE: Request to Amend Job Title and Grade

Honorable Councilmembers:

The Department of Public Safety requests that the City Council adopt an ordinance to amend one of the position titles in the 2024 Public Safety Budget of *Personnel Associate (Grade 7B)* to the CSEA approved title of *Personnel Specialist (Grade 8D)*

In review, after a consultation with the Department of Human Resources and Department of Civil Service, it has been determined that the title of Personnel Specialist shall contain additional responsibilities in the job description and will report directly to the Commanding Officer of the Personnel Division within the police department.

This position title has been approved and adopted by Civil Service on November 20, 2024 and the grading was conducted by Human Resources on November 26, 2024.

If this meets your Honorable Body's approval, please draft legislation authorizing the title change and grade.

Respectfully,

David Gibson
Commissioner of Public Safety

Cc: Mayor
Comptroller
Corporation Counsel



City of Mount Vernon, New York

Staff Report

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File #: TMP -1072

Agenda Date: 12/23/2024

Agenda #: 12.

AN ORDINANCE AUTHORIZING THE COMPTROLLER TO ENTER INTO AN AGREEMENT WITH PRIMEFORCE FOR ARCHIVING UKG WORKFORCE TIME AND ATTENDANCE DATA

Whereas, by letter dated December 4, 2024, the Comptroller has requested legislation authorizing him to enter into an agreement with PrimeForce for the archiving of UKG Workforce Time and Attendance data for \$8,000; and

Whereas, the Finance Office of the City of Mount Vernon successfully upgraded its UKG Workforce (Kronos) system to the enhanced UKG Ready software at the end of the second quarter of 2024, providing improved employee time tracking, management, and accrual reporting capabilities; and

Whereas, following the successful migration to UKG Ready, the City must ensure the integrity and accessibility of historical UKG Workforce Time and Attendance data through a secure archiving solution; and

Whereas, the proprietary nature of the Kronos system necessitates a vendor with proven expertise in archiving such data to mitigate risks of data loss, as occurred with City data from 1990 to 2004 due to inadequate archiving; and

Whereas, based on the recommendation of UKG, the vendor PrimeForce has been identified as the most suitable provider, offering a comprehensive solution that includes secure data extraction, system integration, and compliance with applicable retention policies; and

Whereas, the total cost of the archiving services to be provided by PrimeForce is \$8,000, to be funded through Budget Line A1315.503 (Kronos Application Fees), with fifty percent (50%) payable upon execution of the project Statement of Work (SOW) and the remaining fifty percent (50%) upon project completion; and

Whereas, the proposed archiving project must be completed before December 20, 2024, deadline to ensure compliance with locally legislated retention policies, New York State Comptroller guidelines, and the City's operational needs; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization to Enter into Agreement. The City Comptroller is hereby authorized to enter into an agreement with PrimeForce to archive UKG Workforce Time and Attendance data for \$8,000.

Section 2. Scope of Work. PrimeForce shall perform the following services in

collaboration with the Department of Management Services:

1. Install timekeeping application software.
2. Upgrade Kronos Workforce Central (WFC) Timekeeper to version 8.1.20.
3. Procure archive licenses from UKG on behalf of the City.
4. Ensure functionality and testing of the new WFC instance using the existing test system configuration.
5. Convert existing custom reports for compatibility with version 8.
6. Integrate all current interfaces into Kronos version 8.1 and ensure functionality.
7. Provide read-only access to Kronos WFC version 8.1 for verification and testing.
8. Configure WFC profiles for read-only mode.

Section 3. Funding. The total project cost of \$8,000 shall be charged to Budget Line A1315.503 (Kronos Application Fees), with payments distributed as follows:

- Fifty percent (50%) upon executing the Statement of Work (SOW).
- Fifty percent (50%) upon completion of the project.

Section 4. Project Completion Deadline. To ensure compliance with applicable policies and guidelines, the archiving project must be completed on or before December 20, 2024.

Section 5. Effective Date. This Ordinance shall take effect immediately upon its adoption and approval by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, N.Y.
OFFICE OF THE COMPTROLLER

Darren M. Morton, Ed.D., CPRP, CMFO
Comptroller

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2303

December 4, 2024

The Honorable City Council
City Hall
1 Roosevelt Square
Mount Vernon, NY 10550

RE: COMP2024-15 – Engagement of the services with “primeForce for archiving of UKG Workforce Time and Attendance Data

Honorable City Council Members:

I write to respectfully request that the Mount Vernon City Council (“the Council”) enact legislation granting permission for the Comptroller to enter into agreement with “primeForce for archiving of UKG WorkforceTime and Attendance Data at the cost of \$8,000.

At the end of the second quarter of 2024, the Finance Office successfully upgraded the UKG Workforce system (Kronos) to a new software version from the same company called UKG Ready. The new software has afforded us enhancements for easier employee time tracking and management as well as accrual reporting within our financials. As a result of the successful migration, we now must manage our old data through archiving to either an inhouse configuration or one the is stored externally on the cloud off premise.

Due to the unique proprietary configuration of the Kronos system, there are not many vendors available to secure the integrity of the data after extracting it from the Kronos Cloud based kernel in which it is housed. We requested that UKG recommend to us a list of vendors that have consistently performed archiving services with minimal if any data loss. Based on their recommendation the only company that met the high success rate criteria was “primeForce.” The City has previously lost data from the 1990s to 2004 period due to inadequate data archiving on crashed inhouse physical servers which has incapacitated our ability to respond to requests for data within that period from agencies such as the New York State Retirement System. It is our hope that utilizing in-house virtual server technologies, the City would be better equipped to secure this data into the perceivable future. Our deadline for completing the process of archiving before UKG removes the data from their servers is December 20, 2024.

Based on the reasoning outlined above, it is my recommendation as Comptroller for legislation to be established permitting the engagement of the services of “primeForce” at a cost of \$8,000 whereby fifty percent (50%) of the Project Fee will be paid upon execution of the project SOW and the final fifty percent (50%) paid at the completion of the project. The services to be performed in conjunction with our department of Management Services include the following.

- Install Timekeeping application software.

COMP2024-15 – Engagement of the services with “primeForce for archiving of UKG Workforce Time and Attendance Data

- Upgrade Kronos WFC Timekeeper to version 8.1.20
- Procure archive licenses from UKG on the City’s behalf.
- Get new WFC instance functional and tested, using Customer’s existing test system configuration.
- Convert current existing custom reports to function with v8.
- Integrate all current existing interfaces into Kronos v8.1 and ensure functionality.
- Provide read-only access to Kronos WFC v8.1 for certain Customer users for the purposes of Customer verification and testing.
- To configure WFC profiles to read-only mode.

By successfully archiving this data, the City will ensure its compliance with both the locally legislated retention policies, the New York State Office of the State Comptroller’s (OSC) mandated guidelines such as the Local Government Schedule (LGS-1) memos, and also ensure the availability of timekeeping records for our internal stakeholders.

Thanking you in advance for your assistance in this matter. The expenses for these services will be charged to A1315.503 – Kronos Application Fees.

Respectfully,



Darren M. Morton, Ed.D., CPRP, CMFO
Comptroller

cc: Mayor Shawyn Patterson-Howard
Corporation Counsel
File



City of Mount Vernon, New York

Staff Report

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File #: TMP -1093

Agenda Date: 12/23/2024

Agenda #: 13.

City Council:

AN ORDINANCE ADOPTING AN UPDATED INVESTMENT POLICY FOR THE CITY OF MOUNT VERNON AND REPEALING ALL PRIOR INVESTMENT POLICIES

Whereas, by letter dated December 4, 2024, the Comptroller has requested legislation authorizing the City Council of the City of Mount Vernon to adopt the attached Investment Policy for the City of Mount Vernon, which is incorporated herein by reference and made a part of this ordinance as if fully set forth herein; and

Whereas, Sections 90 and 91 of the City Charter of the City of Mount Vernon designate the City's Comptroller as responsible for administering the City's cash management and investment functions; and

Whereas, the City's Investment Policy establishes guidelines and parameters for the prudent investment of public funds to safeguard investments, maintain liquidity, and achieve a reasonable rate of return; and

Whereas, research has revealed that the last formally adopted Investment Policy was before 2024, with updates to the designation of depositories and maximum deposit amounts made in 2015 by Comptroller Walker; however, the City has been unable to locate an official copy of the existing policy; and

Whereas, in compliance with New York State General Municipal Law, the City of Mount Vernon is required to adopt an updated Investment Policy to ensure proper management and security of City funds; and

Whereas, the City's Comptroller, in collaboration with financial advisors from Capital Markets Advisors, LLC, has developed a comprehensive Investment Policy that establishes written policies and procedures for identifying depositories, ensuring depository diversification, and regulating maximum deposit levels to safeguard City funds; and

Whereas, it is in the best interest of the City to adopt a clear, updated, and comprehensive Investment Policy to provide proper guidance to the Comptroller, protect public funds, and ensure compliance with all applicable laws and regulations; **Now, Therefore, Be It Resolved That**

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

Section 1. Adoption of Investment Policy. The City Council of the City of Mount Vernon hereby adopts the attached Investment Policy for the City of Mount Vernon, which is incorporated

herein by reference and made a part of this ordinance as if fully set forth herein.

Section 2. Scope and Objectives. The purpose of the Investment Policy is to establish guidelines for the investment of the City's funds under the authority of the City's Comptroller. The objectives of the Policy include:

1. Preservation of Principal: Ensuring the safety and security of the principal by mitigating credit risk, concentration risk, and interest rate risk.

2. Liquidity: Maintaining sufficient liquidity to meet the City's operational and cash flow needs.

3. Return on Investments: Achieving a market rate of return on investments consistent with the primary objectives of safety and liquidity.

Section 3. Authority and Responsibility.

1. The City's Comptroller shall have the authority to administer all aspects of cash management and investment activities in accordance with Sections 90 and 91 of the City Charter, the guidelines established by this Policy, and all applicable laws and regulations.

2. The Comptroller is authorized to designate approved depositories, ensure diversification, and regulate maximum deposit levels as outlined in the Policy.

Section 4. Repeal of Prior Investment Policies. All prior Investment Policies previously adopted by the City Council, including but not limited to those adopted before 2024 and updates made in 2015, are hereby repealed in their entirety.

Section 5. Effective Date. This ordinance shall take effect immediately upon its adoption and remain in full force and effect until amended, superseded, or repealed by the City Council.



CITY OF MOUNT VERNON, N.Y.
OFFICE OF THE COMPTROLLER

Darren M. Morton, Ed.D., CPRP, CMFO
Comptroller

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2303

December 4, 2024

The Honorable City Council
City Hall
1 Roosevelt Square
Mount Vernon, NY 10550

RE: COMP2024-16 – Proposed City Investment Policy

Honorable City Council Members:

I write to respectfully request that the Mount Vernon City Council (“the Council”) enact legislation adopting the attached proposed Investment Policy for the City of Mount Vernon.

Based on research, it appears the last adopted Investment Policy was prior to 2024, with subsequent updates to the designation of depositories and maximum deposit amounts for each depository in 2015, by memo from Comptroller Walker. Unfortunately, we have been unable to locate a copy of the existing investment policy. By law we are required to have an updated investment policy. As per Sections 90 and 91 of the City Charter, the cash management and investment functions of the City are administered by the City’s Comptroller (the “Comptroller”). The purpose of this Investment Policy (the “Policy”) is to establish guidelines and parameters for the investment of the City’s funds governed by the Policy. The guidelines are intended to allow the Comptroller to invest within the parameters of responsibility and authority and to adequately safeguard investments.

My office has worked with our financial advisors, Capital Markets Advisors, LLC, to develop the proposed policy. It is imperative that we outline written policies and procedures to identify depositories in compliance with general municipal law, ensure depositories diversify, and regulate maximum depository level to safeguard City funds. The attached document provides a comprehensive policy. I would ask your honorable body adopt this Investment Policy and repeal all provide investment policies.

Thanking you in advance for your assistance in this matter.

Respectfully,

Darren M. Morton, Ed.D., CPRP, CMFO
Comptroller

cc: Mayor Shawyn Patterson-Howard
Corporation Counsel
File



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
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File #: TMP -1098

Agenda Date: 12/23/2024

Agenda #: 14.

City Council:

AN ORDINANCE AUTHORIZING THE COMPTROLLER TO ENTER INTO AN AGREEMENT WITH INSIGHT (OPENGOV) FOR PROCUREMENT AND TAX AND REVENUE SOFTWARE AND AUTHORIZING THE PAYMENT FOR SAID SOFTWARE FROM ARPA BUDGET LINE H1680.203C927

Whereas, by letter dated December 17, 2024, the Comptroller has requested legislation authorizing him to enter into an agreement with Insight (OpenGov) to purchase, implement, and maintain the Procurement and Tax and Revenue software. The agreement shall be for three (3) years at a total cost not exceeding \$395,866.39; and

Whereas, the City of Mount Vernon recognizes the need to consolidate and streamline its financial operations, particularly in the areas of procurement and tax and revenue collection, to increase efficiency, transparency, and accountability; and

Whereas, the City's Comptroller's Office currently operates with two separate tax collection systems, resulting in administrative inefficiencies and operational challenges that could be resolved through the adoption of a unified software system; and

Whereas, the City seeks to implement a comprehensive Procurement and Tax and Revenue software system from Insight (OpenGov), which will enable the City to consolidate its tax collection systems into a single, streamlined platform, allowing for more efficient reporting, including in-rem reporting, and will also establish centralized, automated controls for procurement processes; and

Whereas, the total cost for the Procurement and Tax and Revenue software from Insight (OpenGov) is \$395,866.39 for three (3) years; and

Whereas, funding for this initiative will be provided through the ARPA budget line H1680.203C927, ensuring no impact on the City's general fund; and

Whereas, it is in the best interest of the City of Mount Vernon to authorize the Mayor to enter into an agreement with Insight (OpenGov) for the purchase, implementation, and maintenance of the Procurement and Tax and Revenue software to improve operational efficiency, enhance reporting capabilities, and modernize the City's financial systems; **Now, Therefore, Be It Resolved That**

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

Section1. Purpose. The purpose of this Ordinance is to authorize the City of Mount Vernon to enter into an agreement with Insight (OpenGov) for the provision of Procurement and Tax

and Revenue software and to authorize the payment for the purchase, implementation, and maintenance of the software over a period of three (3) years.

Section2. Authorization to Enter into Agreement. The Comptroller is hereby authorized to enter into an agreement with Insight (OpenGov) to purchase, implement, and maintain the Procurement and Tax and Revenue software. The agreement shall be for three (3) years at a total cost not exceeding \$395,866.39.

Section 3. Funding Source. The total cost of \$395,866.39 for the Procurement and Tax and Revenue software shall be funded from the ARPA budget line H1680.203C927.

Section 4. Procurement Compliance. The City Council acknowledges that Insight (OpenGov) was selected following a thorough evaluation process, and the Council hereby approves the selection of this vendor to fulfill the City's need for a unified Procurement and Tax and Revenue software system.

Section5. Severability. If any provision of this Ordinance or its application is held invalid or unenforceable, such invalidity or unenforceability shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

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



CITY OF MOUNT VERNON, N.Y.
OFFICE OF THE COMPTROLLER

Darren M. Morton, Ed.D., CPRP, CMFO
Comptroller

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2303

December 17, 2024

Honorable City Council Members and
Board of Estimates and Contracts
City Hall
Mount Vernon, NY 10550

Re: Contract Service – Insight (OpenGov)
Referral #

Dear Honorable Body,

I respectfully request permission for the City to enter into an agreement with Insight (OpenGov) for Procurement and Tax and Revenue software. Currently, the Comptroller's Office operates with two separate tax collection systems. The Tax and Revenue software will allow us to consolidate these two systems into one, making it easier to generate various reports, including in-rem reporting. Additionally, the Procurement software will help centralize procurement processes within the City and establish more automated controls within the workflow.

The cost for this agreement is \$395,866.39 for three years and will be funded through ARPA budget line H1680.203C927.

Thank you for your review and consideration of this request. If you have any questions, please call the Comptroller's Office at 914-665-2304 or email at Comptroller@cmvny.com.

Sincerely,

Condell Hamilton
Assistant Comptroller

cc: Mayor
Board of Estimates
Law Department

Attachment



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1088

Agenda Date: 12/23/2024

Agenda #: 15.

City Council:

**AN ORDINANCE AUTHORIZING THE PURCHASE
OF A PLOTTER FROM MRA INTERNATIONAL AND
AUTHORIZING PAYMENT FOR SAID PURCHASE
FROM THE DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT BUDGET LINE A8020.405**

Whereas, by letter dated December 18, 2024, the Commissioner of the Department of Planning & Community Development has requested legislation authorizing the purchase of one (1) plotter from MRA International for the amount of \$23,036.35 and to purchase supplies (paper and toner) for the amount of \$6,963.65, for a total expenditure of \$30,000.00; and

Whereas, the Department of Planning and Community Development of the City of Mount Vernon has identified an urgent need for a plotter to support its planning and development activities, including the production of high-quality maps, plans, and design documents; and

Whereas, the Department solicited three (3) quotes from qualified vendors to ensure competitive pricing, and after a thorough evaluation of each proposal, determined that MRA International provided the most comprehensive and cost-effective offer, as it included a maintenance package that was not offered by other vendors; and

Whereas, MRA International submitted a proposal for a plotter at a total cost of \$23,036.35 for the plotter and \$6,963.65 for the associated supplies (paper and toner), for a total purchase cost of \$30,000.00; and

Whereas, the City of Mount Vernon intends to use funds from the Department of Planning and Community Development's Contracted Outside Services budget line A8020.405 to cover the cost of this purchase; and

Whereas, it is in the best interest of the City of Mount Vernon to authorize the purchase of the plotter and associated supplies to ensure the Department of Planning and Community Development has the necessary tools to efficiently carry out its essential functions; **Now, Therefore, Be It Resolved That**

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

Section 1. Purpose. The purpose of this Ordinance is to authorize the purchase of a plotter and associated supplies from MRA International to support the operational needs of the Department of Planning and Community Development and to authorize payment for the purchase from budget a.

Section 2. Authorization to Purchase. The Department of Planning and Community

Development is hereby authorized to purchase one (1) plotter from MRA International for \$23,036.35 and to purchase supplies (paper and toner) for the amount of \$6,963.65, for a total expenditure of \$30,000.00.

Section 3. Funding Source. The total cost of \$30,000.00 for purchasing the plotter and associated supplies shall be funded by the Department of Planning and Community Development's Contracted Outside Services budget line A8020.405.

Section 4. Procurement Compliance. The City Council acknowledges that the Department of Planning and Community Development obtained three (3) quotes for this purchase, and after review, it was determined that MRA International provided the most beneficial proposal, as it included a maintenance package not offered by the other vendors.

Section 5. Severability. If any provision of this Ordinance or its application is held invalid or unenforceable, such invalidity or unenforceability shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

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



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

JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

December 18, 2024

VIA EMAIL:

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

RE: Request to authorize legislation to authorize payment for the Department of Planning and Community Development to purchase a HP Design XL 3600 Printer.

Honorable City Council Members:

I am writing to respectfully request that the Mount Vernon City Council enact legislation to authorize payment for a plotter from MRA International.

The fee is \$23,036.35 Plotter and \$6,963.65 for the Supplies (paper & Toner) full total \$30,000.00. It will be paid using the Department of Planning and Community Development Contracted Outside Services budget line A8020.405. We submitted the three following quotes and decided MRA International's quote was the best fit for our needs as the other quotes did not include a Maintenance package.

- MRA International- \$23,036.253
- Quote #2
- Quote #3

Sincerely,

JAMES RAUSSE, FAICP, WEDG
Commissioner
Department of Planning & Community Development

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

Enclosure(s): Quote: MRA International
SHI
MNJ Technologies Direct, Inc.





City of Mount Vernon, New York

Staff Report

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

File #: TMP -1089

Agenda Date: 12/23/2024

Agenda #: 16.

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT SAFE STREETS AND ROADS FOR ALL (SS4A) FEDERAL GRANT FROM THE U.S. DEPARTMENT OF TRANSPORTATION AND TO CREATE A ROAD SAFETY ACTION PLAN FOR THE CITY OF MOUNT VERNON

Whereas, by letter dated December 16, 2024, the Department of Planning and Community Development Commissioner requested legislation authorizing the Mayor to accept the \$296,000 SS4A grant from the U.S. Department of Transportation. The City is further authorized to provide the required \$74,000 matching funds, which shall be funded through the Department of Public Works Expense Code A5110-433; and

Whereas, the City of Mount Vernon has been awarded a grant in the amount of **\$296,000** from the U.S. Department of Transportation (USDOT) as part of the Safe Streets and Roads for All (SS4A) federal grant program; and

Whereas, the City of Mount Vernon seeks to use the grant funds to create a Road Safety Action Plan as an essential first step toward meeting its goal of being a zero-fatality city; and

Whereas, local data demonstrates an increasing need for a Road Safety Action Plan, as Mount Vernon experienced a 19% annual increase in traffic accidents in 2022, as reported by the Fire Department of Mount Vernon in 2023; and

Whereas, the City of Mount Vernon, through its Departments of Planning, Community Development, and Public Works, will collaborate to create a comprehensive Road Safety Action Plan to identify high-risk areas, develop safety strategies, and improve roadway conditions; and

Whereas, the creation of this plan will involve the engagement of a qualified consultant and the completion of specific tasks, including but not limited to:

- Establishing a Road Safety Task Force comprising staff, key stakeholders, and selected Mount Vernon residents to assist in preparing and recommending the plan;
- Collecting and mapping roadway data to provide an in-depth analysis of current conditions, incorporating incident data from the Fire and Police Departments;
- Conducting a robust community engagement effort with stakeholders and the public to ensure community input and participation;
- Preparing a comprehensive analysis using the collected data and community input to identify specific locations or conditions within the City that are at greater risk, with a focus on safety,

equity, and existing policy and processes; and

Whereas, the acceptance of this grant requires a local matching contribution of \$74,000, which will be funded from the Department of Public Works Expense Code A5110-433; and

Whereas, the City Council of Mount Vernon finds it to be in the best interest of the City to accept this federal grant and authorize the implementation of the Road Safety Action Plan to reduce traffic-related injuries and fatalities; **Now, Therefore, Be It Resolved That**

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

Section 1. Purpose. The purpose of this Ordinance is to authorize the Mayor to accept a \$296,000 federal grant from the U.S. Department of Transportation's Safe Streets and Roads for All (SS4A) program and to authorize the creation of a Road Safety Action Plan for the City of Mount Vernon. This plan aims to improve traffic safety, reduce roadway fatalities, and ensure safer streets for all residents.

Section 2. Authorization to Accept Grant and Approve Matching Funds. The Mayor is hereby authorized to accept the \$296,000 SS4A grant from the U.S. Department of Transportation. The City is further authorized to provide the required \$74,000 matching funds, which shall be funded through the Department of Public Works Expense Code A5110-433.

Section 3. Authorization to Create a Road Safety Action Plan. The Mayor is hereby authorized to oversee and facilitate the development of a Road Safety Action Plan in collaboration with the Departments of Planning, Community Development, and Public Works. This effort will include the engagement of a qualified consultant and the completion of specific project tasks, including but not limited to:

- The formation of a Road Safety Task Force to guide and assist in the preparation and recommendation of the plan;
- The collection and mapping of roadway data to understand current conditions, including data from the Fire and Police Departments;
- A comprehensive public engagement effort to involve community stakeholders and residents in shaping the plan;
- The preparation of a comprehensive analysis to identify high-risk areas, develop targeted solutions, and promote safety, equity, and policy improvements.

Section 4. Authorization for Office of the Comptroller. The Office of the Comptroller is hereby authorized to accept the \$296,000 grant into a designated Revenue Code to be determined by the Finance Office and to make any necessary budget adjustments to reflect the receipt and allocation of these funds.

Section 5. Severability. If any provision of this Ordinance or the application thereof is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

Section6. Effective Date. This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.



CITY OF MOUNT VERNON, N.Y.
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 840-4029 or (914) 699-7230

JAMES RAUSSE, FAICP, WEDG
Commissioner

December 16, 2024

The Honorable City Council
City Hall
1 Roosevelt Square
Mount Vernon, NY 10550

THROUGH THE OFFICE OF THE MAYOR

Re: Request for the Mount Vernon City Council to enact legislation to authorize the Mayor to accept a \$296,000 Safe Streets and Roads for All grant from the US Department of Transportation's SS4A Program. For approval at the December 23, 2024, City Council meeting.

Honorable City Council Members:

I am submitting this letter to respectfully request the City Council approve legislation to authorize the Mayor to accept a \$296,000 Safe Streets and Roads for All federal grant from the US Department of Transportation. This grant will support the creation of a Road Safety Action Plan for the city. The Department of Planning and Community Development and Department of Public Works will collaborate to create this study.

The City of Mount Vernon seeks to create a Road Safety Action Plan as an important first step that will contribute to meeting the goals of a zero-fatality city. Local data shows an increasing need for a Safety Action Plan. Mount Vernon experienced a 19% annual increase in traffic accidents in 2022 (Fire Department of Mount Vernon, 2023).

The scope of this project is the preparation and adoption of a Road Safety Action Plan that meets the requirements as set forth by USDOT's SS4A program. The City will engage the services of a qualified consultant to prepare the Safety Action Plan. The specific project tasks include:

- Create a Road Safety Task Force comprised of staff, key stakeholders, and selected Mount Vernon residents to assist in the preparation and recommendations for the plan.
- Collect and map roadway data to provide an in-depth understanding of the current conditions. Incident data from the Fire and Police departments will be incorporated.
- Conduct a robust community engagement effort with stakeholders and the public.
- Prepare a comprehensive analysis using the collected data and community input to identify specific locations or conditions of greater risk within the City. Components of this analysis will include safety, equity, and existing policy and process.

"The Jewel of Westchester"



The legislation should include authorization for the Office of the Comptroller to accept the grant into a revenue code to be determined by the finance office.

The Safe Streets and Roads for All federal grant has a matching funds requirement of \$74,000 which will come from the Department of Public Works A5110-433 expense code.

The revenue code to accept the funds will be created by the Office of the Comptroller after passage.

Thank you in advance for your consideration. Feel free to contact me if you have any questions or concerns.

Respectfully,

James Rausse, FAICP, WEDG
Commissioner

Damani Bush, Commissioner
Department of Public Works

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



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1103

Agenda Date: 12/23/2024

Agenda #: 17.

City Council:

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MOUNT VERNON ISSUING A
NOTICE OF COMPLETION AND SCHEDULING
A PUBLIC HEARING ON THE FINAL GENERIC
ENVIRONMENTAL IMPACT STATEMENT AND
ZONING PETITION FOR THE PROPOSED DOWNTOWN
TRANSIT ORIENTED ARTS DISTRICT (DTOAD)**

WHEREAS, the City of Mount Vernon (“City”) and 20 S. 2nd Square CMV, LLC (“Petitioner”) entered into a Land Disposition Agreement, dated July 2, 2021, as amended (“Agreement”), in connection with the development of approximately 340,000 square feet of mixed residential development and other amenities, approximately 320 mixed market rate and affordable housing, and up to 18,000 square feet of non-residential community space (“Development Project”); and

WHEREAS, to facilitate the Development Project, Petitioner submitted a Rezoning Petition for Zoning Map and Text Amendment, dated December 3, 2021, seeking to rezone approximately forty-one (41) tax parcels of property near 1 Roosevelt Square North (“Property”), including certain City-owned parcels, as a new transit-oriented district to be called the Downtown Transit Oriented Arts District (“DTOAD”) (“Zoning Petition,” together with the Development Project, the “Proposed Action”); and

WHEREAS, the Property is currently located in the Downtown Business (DB) and Multifamily Residence (RMF-10) zoning districts; and

WHEREAS, the Proposed Action is a Type I Action, and Petitioner, pursuant to the Agreement, agreed to conduct a full environmental review in connection with and pursuant to SEQRA and its implementing regulations; and

WHEREAS, the City Council is embarking on a study to create a Comprehensive Plan for the Mount Vernon East Downtown Area; and

WHEREAS, pursuant to the Comprehensive Plan process, on January 24, 2024, the City Council adopted a Downtown Vision Report; and

WHEREAS, the Proposed Action shall be consistent with the Downtown Vision Report, which recommends medium (up to 12 stories) to high density (up to 15 stories) for the area of the City in which the Property is located; and

WHEREAS, the City Council adopted a Resolution on January 26, 2022, declaring its intent to act as Lead Agency under SEQRA for the Proposed Action; and

WHEREAS, the City Council adopted a Resolution on June 28, 2023, issuing a Notice of Completion and scheduling a public hearing on the Draft Generic Environmental Impact Statement (“DGEIS”) for the Proposed Action in accordance with SEQRA (6 N.Y.C.R.R. Section 617.9(a)(2)); and

WHEREAS, the DGEIS examined the potential significant adverse environmental impacts of the Proposed Action; and

WHEREAS, the City Council held public hearings on the DGEIS on August 9, 2023, and December 13, 2023, and accepted written comments on the DGEIS through December 27, 2023; and

WHEREAS, Petitioner has reduced the scale and footprint of the Proposed Action in response to public comments on the DGEIS, which modifications are described and studied in a Final Generic Environmental Impact Statement (“FGEIS”) that was submitted to the City Council on August 13, 2024; and

WHEREAS, as modified, the Proposed Action currently consists of approximately 307,932 sf. of mixed residential development and other amenities, including 272 mixed-income residential apartments, approximately 15,630 sf. of community facility space (including outdoor courtyard space for the arts), and 109 parking spaces; and

WHEREAS, the FGEIS examines the potential significant adverse environmental impacts of the Proposed Action, including the proposed DTOAD zoning code and zoning map amendments, as well as the proposed site-specific Development Project; and

WHEREAS, even though SEQRA does not require a public hearing or public comment period on the FGEIS, the City Council has determined to hold a public hearing and accept public comments given the interest regarding the Proposed Action and the Project modifications following the DGEIS, as well as that a public hearing is otherwise required for the Zoning Petition; and

WHEREAS, the City Council, its independent consultants, and special counsel reviewed the FGEIS to determine whether to accept it as complete for the purpose of distributing it to the public; and

WHEREAS, the City Council, its planning consultants, and special counsel identified deficiencies in the FGEIS; and

WHEREAS, on October 11, 2024, the City Council provided Petitioner with written comments on the FGEIS, and directed Petitioner to address the Council’s comments in a revised FGEIS; and

WHEREAS, the City Council’s comments related to, among other things, parking, the elimination of the artist live/work units, and visual analysis of the other potential development sites within DTOAD; and

WHEREAS, on October 31, 2024, Petitioner resubmitted a revised FGEIS, which addressed the aforementioned comments; and

WHEREAS, the City Council, its planning consultants, and special counsel reviewed the resubmitted FGEIS for completeness; and

WHEREAS, Petitioner made a presentation to City Council on December 9, 2024 regarding the FGEIS; and

WHEREAS, the City Council raised additional comments on the FGEIS during the presentation, including with respect to parking, public access to community facility space, and arts programming; and

WHEREAS, on December 10, 2024, the City Council directed Petitioner to respond to the additional comments raised during the presentation in a further revised FGEIS; and

WHEREAS, on December 13, 2024, Petitioner resubmitted the FGEIS, which was revised to address the aforementioned comments; and

WHEREAS, the City Council, its planning consultants, and special counsel reviewed the resubmitted FGEIS for completeness; **NOW, THEREFORE, BE IT**

RESOLVED, that the City Council of Mount Vernon, as Lead Agency under SEQRA, hereby determines that the information submitted in the FGEIS, dated December 13, 2024, is complete for the purpose of holding a joint public hearing on the FGEIS and Zoning Petition; **BE IT FURTHER**

RESOLVED, that the City Council directs that the FGEIS, and the attached Notice of Completion and Notice of Public Hearing for the FGEIS relative to the Proposed Action, shall be filed, published and circulated in accordance with the requirements of 6 N.Y.C.R.R. Section 617.12, notifying the public, among other things, that (i) the City Council shall hold a Public Hearing on the FGEIS on January 22, 2025, at 7:00 p.m. in City Hall, 1 Roosevelt Square N, Mount Vernon, New York, 10550, and at such other times and dates thereafter to which the hearing may be adjourned, where public comment will be heard regarding the FGEIS, and (ii) written comments on the FGEIS are requested, and will be accepted by the City Council at least up to ten (10) days following the close of the Public Hearing; **BE IT FURTHER**

RESOLVED, that the City Clerk, with the assistance of the City Council's consultants and special counsel, shall arrange to publish the Notice of Completion and Notice of Public Hearing at least fourteen (14) calendar days in advance of the hearing date in a newspaper of general circulation, as well as published as required in the Environmental Notice Bulletin; **BE IT FURTHER**

RESOLVED, that the City Clerk, with the assistance of the City Council's consultants and special counsel, shall arrange to have copies of the FGEIS filed with the New York State Department of Environmental Conservation, the Mount Vernon Public Library, and the Office of the Clerk of the City of Mount Vernon for public review; **BE IT FURTHER**

RESOLVED, that the City Clerk, with the assistance of the City Council's consultants and special counsel, shall arrange to have the FGEIS and a copy of the Notice of Completion and Notice of Public Hearing circulated to all involved and interested agencies; **BE IT FURTHER**

RESOLVED, that the City Clerk, with the assistance of the City Council's consultants and special counsel, shall arrange to have the FGEIS posted on the City's website at <https://cmvny.com/>; **BE IT FURTHER**

RESOLVED, that City of Mount Vernon staff, consultants and/or special counsel shall take all steps necessary to implement this Resolution and to take such other and further action as may be necessary to enable the City Council to meet its obligations as Lead Agency or as otherwise might be appropriate in

its role as Lead Agency; **BE IT FURTHER**

RESOLVED, that the City Clerk, with the assistance of the City Council's consultants and special counsel, shall also arrange to fulfill the public notice requirements set forth in Article XI of the City of Mt. Vernon Zoning Code regarding the Public Hearing for the Zoning Petition, which Hearing shall be held jointly with the SEQRA Hearing on January 22, 2025, at 7:00 p.m. in City Hall, 1 Roosevelt Square N, Mount Vernon, New York, 10550; **BE IT FURTHER**

RESOLVED, that while the City Council is amenable to the SEQRA process continuing for the Proposed Action simultaneously with the City's Comprehensive Plan process, especially in light of the adoption of the Downtown Vision Report, the City Council reserves its discretion not to issue a final SEQRA determination or other approvals for the Development Project and the Zoning Petition until such time as the Comprehensive Plan process is completed or otherwise to the satisfaction of the Council; **BE IT FURTHER**

RESOLVED, that this Resolution shall take effect immediately.

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MOUNT VERNON ISSUING A
NOTICE OF COMPLETION AND SCHEDULING A
PUBLIC HEARING ON THE FINAL GENERIC
ENVIRONMENTAL IMPACT STATEMENT
AND ZONING PETITION FOR THE PROPOSED
DOWNTOWN TRANSIT-ORIENTED ARTS DISTRICT (DTOAD)**

WHEREAS, the City of Mount Vernon (“City”) and 20 S. 2nd Square CMV, LLC (“Petitioner”) entered into a Land Disposition Agreement, dated July 2, 2021, as amended (“Agreement”), in connection with the development of approximately 340,000 square feet of mixed residential development and other amenities, approximately 320 mixed market rate and affordable housing, and up to 18,000 square feet of non-residential community space (“Development Project”); and

WHEREAS, to facilitate the Development Project, Petitioner submitted a Rezoning Petition for Zoning Map and Text Amendment, dated December 3, 2021, seeking to rezone approximately forty-one (41) tax parcels of property between East 1st and East 2nd Streets and between South 1st and South 3rd Avenue (“Property”), including certain City-owned parcels, as a new transit-oriented district to be called the Downtown Transit Oriented Arts District (“DTOAD”) (“Zoning Petition,” together with the Development Project, the “Proposed Action”); and

WHEREAS, the Property is currently located in the Downtown Business (DB) and Multifamily Residence (RMF-10) zoning districts; and

WHEREAS, the Proposed Action is a Type I Action, and Petitioner, pursuant to the Agreement, agreed to conduct a full environmental review in connection with and pursuant to SEQRA and its implementing regulations; and

WHEREAS, the City Council is embarking on a study to create a Comprehensive Plan for the Mount Vernon East Downtown Area; and

WHEREAS, pursuant to the Comprehensive Plan process, on January 24, 2024, the City Council adopted a Downtown Vision Report; and

WHEREAS, the Proposed Action shall be consistent with the Downtown Vision Report, which recommends medium (up to 12 stories) to high density (up to 15 stories) for the area of the City in which the Property is located; and

WHEREAS, the City Council adopted a Resolution on January 26, 2022, declaring its intent to act as the Lead Agency under SEQRA for the Proposed Action; and

WHEREAS, the City Council adopted a Resolution on June 28, 2023, issuing a Notice of Completion and scheduling a public hearing on the Draft Generic Environmental Impact Statement (“DGEIS”) for the Proposed Action in accordance with SEQRA (6 N.Y.C.R.R. Section 617.9(a)(2)); and

WHEREAS, the DGEIS examined the potential significant adverse environmental impacts of the Proposed Action; and

WHEREAS, the City Council held public hearings on the DGEIS on August 9, 2023, and December 13, 2023, and accepted written comments on the DGEIS through December 27, 2023; and

WHEREAS, Petitioner has reduced the scale and footprint of the Proposed Action in response to public comments on the DGEIS, which modifications are described and studied in a Final Generic Environmental Impact Statement (“FGEIS”) that was submitted to the City Council on August 13, 2024; and

WHEREAS, as modified, the Proposed Action currently consists of approximately 307,932 s.f. of mixed residential development and other amenities, including 292 mixed-income residential apartments, approximately 11,630 s.f. of community facility space, and 109 parking spaces; and

WHEREAS, the FGEIS examines the potential significant adverse environmental impacts of the Proposed Action, including the proposed DTOAD zoning code and zoning map amendments, as well as the proposed site-specific Development Project; and

WHEREAS, even though SEQRA does not require a public hearing or public comment period on the FGEIS, the City Council has determined to hold a public hearing and accept public comments given the interest regarding the Proposed Action and the Project modifications following the DGEIS, as well as that a public hearing is otherwise required for the Zoning Petition; and

WHEREAS, the City Council, its independent consultants, and special counsel reviewed the FGEIS to determine whether to accept it as complete for the purpose of distributing it to the public; and

WHEREAS, the City Council, its planning consultants, and special counsel identified deficiencies in the FGEIS; and

WHEREAS, on October 11, 2024, the City Council provided Petitioner with written comments on the FGEIS, and directed Petitioner to address the Council's comments in a revised FGEIS; and

WHEREAS, the City Council's comments related to, among other things, parking, the elimination of the artist live/work units, and visual analysis of the other potential development sites within DTOAD; and

WHEREAS, on October 31, 2024, Petitioner resubmitted a revised FGEIS, which addressed the aforementioned comments; and

WHEREAS, the City Council, its planning consultants, and special counsel reviewed the resubmitted FGEIS for completeness; and

WHEREAS, Petitioner made a presentation to City Council on December 9, 2024 regarding the FGEIS; and

WHEREAS, the City Council raised additional comments on the FGEIS during the presentation, including with respect to parking, public access to community facility space, and arts programming; and

WHEREAS, on December 10, 2024, the City Council directed Petitioner to respond to the additional comments raised during the presentation in a further revised FGEIS; and

WHEREAS, on December 13, 2024, Petitioner resubmitted the FGEIS, which was revised to address the aforementioned comments; and

WHEREAS, the City Council, its planning consultants, and special counsel reviewed the resubmitted FGEIS for completeness; **NOW, THEREFORE, BE IT**

RESOLVED, that the City Council of Mount Vernon, as Lead Agency under SEQRA, hereby determines that the information submitted in the FGEIS, dated December 13, 2024, is complete for the purpose of holding a joint public hearing on the FGEIS and Zoning Petition; **BE IT FURTHER**

RESOLVED, that the City Council directs that the FGEIS, and the attached Notice of Completion and Notice of Public Hearing for the FGEIS relative to the Proposed Action, shall be filed, published, and circulated in accordance with the requirements of 6 N.Y.C.R.R. Section 617.12, notifying the public, among other things, that (i) the City Council shall hold a Public Hearing on the FGEIS on January 22, 2025, at 7:00 p.m. in City Hall, 1 Roosevelt Square N, Mount Vernon, New York, 10550, and at such other times and dates thereafter to which the hearing may be adjourned, where public comment will be heard regarding the FGEIS, and (ii) written comments on the FGEIS are requested, and will be accepted by the City Council at least up to ten (10) days following the close of the Public Hearing; **BE IT FURTHER**

RESOLVED, that the City Clerk, with the assistance of the City Council's consultants and special counsel, shall arrange to publish the Notice of Completion and Notice of Public Hearing at least fourteen (14) calendar days in advance of the hearing date in a newspaper of general circulation, as well as published as required in the Environmental Notice Bulletin; **BE IT FURTHER**

RESOLVED, that the City Clerk, with the assistance of the City Council's consultants and special counsel, shall arrange to have copies of the FGEIS filed with the New York State Department of Environmental Conservation, the Mount Vernon Public Library, and the Office of the Clerk of the City of Mount Vernon for public review; **BE IT FURTHER**

RESOLVED, that the City Clerk, with the assistance of the City Council's consultants and special counsel, shall arrange to have the FGEIS and a copy of the Notice of Completion and Notice of Public Hearing circulated to all involved and interested agencies; **BE IT FURTHER**

RESOLVED, that the City Clerk, with the assistance of the City Council's consultants and special counsel, shall arrange to have the FGEIS posted on the City's website at <https://cmvny.com/>; **BE IT FURTHER**

RESOLVED, that City of Mount Vernon staff, consultants and/or special counsel shall take all steps necessary to implement this Resolution and to take such other and further action as may be necessary to enable the City Council to meet its obligations as Lead Agency or as otherwise might be appropriate in its role as Lead Agency; **BE IT FURTHER**

RESOLVED, that the City Clerk, with the assistance of the City Council's consultants and special counsel, shall also arrange to fulfill the public notice requirements outlined in Article XI of the City of Mt. Vernon Zoning Code regarding the Public Hearing for the Zoning Petition, which Hearing shall be held jointly with the SEQRA Hearing on January 22, 2025, at 7:00 p.m. in City Hall, 1 Roosevelt Square N, Mount Vernon, New York, 10550; **BE IT FURTHER**

RESOLVED, that while the City Council is amenable to the SEQRA process continuing for the Proposed Action simultaneously with the City's Comprehensive Plan process, especially in light of the adoption of the Downtown Vision Report, the City Council reserves its discretion not to issue a final SEQRA determination or other approvals for the Development Project and the Zoning Petition until the Comprehensive Plan process is completed or otherwise to the satisfaction of the Council; **BE IT FURTHER**

RESOLVED, that this Resolution shall take effect immediately.