



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

March 3, 2025

VIA EMAIL:

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

RE: Request for Approval to enter into an agreement with OpenGov for the creation of custom environment for the Fire Department. For Approval at the March 12th, 2025 CITY COUNCIL MEETING

Honorable Councilmembers,

The Department of Management Services respectfully requests that the City Council adopt an Ordinance authorizing the City of Mount Vernon to engage OpenGov to execute a Statement of Work (SOW) for the implementation of a customized permitting and inspection system for the Fire Department.

Project Overview

The Fire Department currently lacks a dedicated digital environment tailored to its specific needs, including fire inspections, permits, and workflows. Currently, the Fire Department utilizes elements of the Building Department's system, but it does not meet the operational and compliance needs required for efficient fire-related processes.

Under this agreement, OpenGov will replicate and customize key functionalities from the Building Department's platform to create a dedicated Fire Department system that includes:

- The implementation of a **customized fire inspection workflow**, enabling better data collection and reporting.
- A **dedicated landing page** for the Fire Department, allowing the public to request fire-related inspections and permits separately from building-related permits.
- The configuration of **fire-specific record types**, including but not limited to:
 - Fire Suppression Application
 - Fire Complaints
 - Fire Inspections
- Enhanced **financial tracking and reporting**, ensuring accurate invoicing and collection of fees related to fire inspections.

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- System training for Fire Department staff to ensure seamless adoption and usage.

Benefits to the City

This project will:

- Improve operational efficiency by providing the Fire Department with its own dedicated permitting and inspection platform.
- Increase revenue collection by streamlining fire inspection fees and financial workflows.
- Reduce administrative workload by automating manual processes.
- Enhance data accuracy and reporting capabilities for compliance and operational decision-making.
- Improve public accessibility by offering a direct online interface for fire inspection requests.

Contract Summary

- **Contract Value:** \$19,135
- **Key Deliverables:** Fire-specific digital workflows, customized permitting system, landing page, financial tracking, and staff training.

Funding Source

All associated costs will be covered under budget code A**1680.405**.

This initiative aligns with the City's commitment to modernizing municipal services and improving departmental efficiency. The Fire Department has expressed a strong need for these enhancements, and OpenGov has provided a detailed implementation plan to ensure successful execution.

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

Thank you for considering this request. We look forward to your approval.

Sincerely,
Juan Perez

Commissioner Management Services

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cc: Mayors Office, Comptroller

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