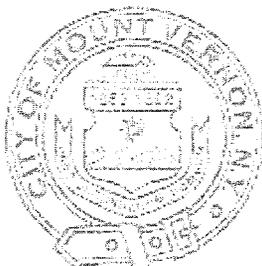


# **City of Mount Vernon, New York**

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



## **Meeting Agenda - Final**

**Thursday, August 14, 2025**

**4:30 PM**

**CITY COUNCIL CHAMBERS - ROOM 206**

**City Council Special Meeting**

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**A SPECIAL MEETING OF THE CITY OF THE MOUNT VERNON CITY COUNCIL  
HELD ON THURSDAY, AUGUST 14, 2025.**

**Scheduled for 4:30 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:** Danielle Browne, President

**OTHERS:** Nicole Bonilla, City Clerk; Jordan Riullano, Deputy City Clerk; Antoinette Anderson, Legislative Aide; Johan Powell, Asst. Corporation Counsel

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

Council President Danielle Browne 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".

**REFERRAL SESSION**

Roll Call administered by City Clerk Nicole Bonilla

**REPORTS OF STANDING COMMITTEES AND ACTION THEREON**

**To the Council:**

**LEGISLATION AND PUBLIC WORKS**

1. Tariqa Burhaniya D'Suqiya Shazuliya: An Ordinance Authorizing the Temporary Closure of Eastchester Lane for the Hawliyah Celebration on August 30-31, 2025
2. Department of Management Services: An Ordinance Authorizing the Amendment of Ordinance No. 11, Adopted by the City Council on June 11, 2025, entitled "AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW THE ANNUAL MAINTENANCE AGREEMENT WITH BUSINESS ELECTRONICS (IRECORD) FOR INTERVIEW ROOM RECORDING EQUIPMENT USED BY THE DEPARTMENT OF PUBLIC SAFETY"
3. Office of the Mayor: An Ordinance Authorizing the Office of Neighborhood Safety and Engagement, the Office of the Mayor, and the Department of Recreation to Co-Sponsor the 3rd Annual Big Block Party and Providing for Street Closure, City Services and Support
4. Office of the Mayor: An Ordinance Authorizing the Mayor to Attend the New York Conference of Mayors and Municipal Officials (NYCOM) 2025 Fall Training School
5. Department of Public Works: An Ordinance Authorizing the Commissioner of Public Works to Attend the Public Works Summit in Ponte Vedra Beach, Florida - (November 5-7, 2025)

6. Department of Public Works: An Ordinance Authorizing a Budget Transfer Within the Department of Public Works to Cover the Emergency Rental of a Towable Generator and Cooling Unit for the Doles Center
7. Department of Public Works: An Ordinance Declaring an Emergency and Authorizing the Rental of Temporary Cooling Equipment and the Repair and Replacement of HVAC Systems at the Doles Center
8. Department of Public Works: An Ordinance Authorizing the Public Release RFQ No.07.25 - Professional Engineering Services for Planning, Design, and Construction Phase Services of Drinking Water, Sewer, Storm Sewer, and Infrastructure Projects
9. Board of Water Supply: An Ordinance Authorizing the Board of Water Supply to Amend the Salary for the Lead Service Line Data Entry Clerk Position
10. City Council: Local Law No. \_\_\_ of 2025 - A Local Law of the City of Mount Vernon, New York, Amending the Refuse Sustainability Fee
11. Office of the City Clerk: An Ordinance Authorizing the Transfer of Funds Within the Office of the City Clerk Budget to Cover Travel-Related Expenses
12. Office of the City Clerk: An Ordinance Authorizing the City Clerk and Executive Assistant to Attend the 2025 NYCOM Fall Training School in Lake Placid, New York - (September 15-19, 2025)
13. Office of the City Clerk: An Ordinance Authorizing the Mayor to Enter into a Three-Year Agreement with Granicus Corporation for Legislation Management Software and Related Services

**To the Council:****HUMAN RESOURCES**

14. Youth Bureau: An Ordinance Authorizing the Transfer of Funds Within the Mount Vernon Youth Bureau Budget to Cover Salary Expenses for the Workforce Development Academy for Youth (WDAY) Program Director
15. Youth Bureau: An Ordinance Authorizing the Mayor to Approve the Attendance of Three (3) Mount Vernon Youth Bureau Staff Members, Including the Executive Director, at the 2025 Independent Sectors National Summit in Atlanta, Georgia, and Providing for Related Expenses
16. Youth Bureau: An Ordinance Authorizing the Mayor to Accept Foundation Funds from the New York Community Trust and its Westchester Advisory Board to Support the Expansion of Mount Vernon Youth Empowerment Advocacy Council

**To the Council:****PUBLIC SAFETY AND CODES**

17. Department of Buildings: An Ordinance Granting a Twelve (12) Month Leave of Absence for Mr. Rommel Lashley from his Permanent Position as Document Coordinator to Serve as Plan Room Clerk Within the Department of Buildings
18. Department of Buildings: An Ordinance Establishing a Separate Gas Work Permit and Fee Schedule Within the Department of Buildings
19. Department of Buildings: An Ordinance Amending the Plumbing Re-inspection Fee Structure Administered by the Department of Buildings
20. Department of Buildings: An Ordinance Authorizing a Professional Services Agreement with a Third-Party Inspection Agency for Construction Inspections and Observations for the Development Project at 115 South Macquesten Parkway
21. Department of Buildings: An Ordinance Authorizing the Use of Third-Party Building Inspectors to Address the Backlog of Building Inspections in the City of Mount Vernon
22. Fire Department: An Ordinance Authorizing the Condemnation and Disposal of Obsolete Firefighter Personal Protective Equipment
23. Department of Public Safety: An Ordinance Amending Section 243 of the Mount Vernon City Charter to Impose on Unlicensed Tow Truck Operators

**To the Council:****FINANCE AND PLANNING**

24. Department of Assessment: An Ordinance Authorizing the Transfer of Funds Within the Department of Assessment Budget to Cover Necessary Overtime Expenses
25. Office of the Comptroller: An Ordinance Authorizing the Adoption of a Fund Balance Policy for the City of Mount Vernon
26. Office of the Comptroller: An Ordinance Authorizing the Adoption of a Debt Management Policy for the City of Mount Vernon
27. Office of the Comptroller: An Ordinance Authorizing Attendance at the NYCOM Fall 2025 Training School
28. Office of the Comptroller: An Ordinance Authorizing the Adoption of a Travel and Expense Policy for the City of Mount Vernon
29. Office of the Comptroller: An Ordinance Authorizing the Extension of the Agreement with Capital Markets Advisors, LLC for Financial Strategic Planning Services and Authorizing Related Budget Transfer

30. Office of the Comptroller: An Ordinance Authorizing the Issuance of a Request for Proposals/Qualifications (RFP/Q) for a Consultant Team to Implement the "Innovative Finance & Asset Management Initiative" Under Referral #Comp2025-15
31. Department of Planning & Community Services: An Ordinance Authorizing the Mayor to Execute a Contract Amendment with the Cities for Financial Empowerment Fund to Incorporate Legacy Planning Services into the Mount Vernon Financial Empowerment Center
32. Department of Planning & Community Development: An Ordinance Authorizing the Mayor to Enter into a Memorandum of Understanding with Mount Vernon United Tenants for the Installation of a City Resource Kiosk at Their Mount Vernon Facility
33. Department of Planning & Community Development: An Ordinance Authorizing the Mayor to enter into a Memorandum of Understanding (MOU) with Westchester Neighborhood Health Center for the Installation of a City Resource Kiosk at Their Mount Vernon Facility
34. City Council: An Ordinance Authorizing the Office of the Comptroller to Establish a Custodial Account for 55 Pondfield Parkway to Support Planning Board Consultant Services
35. City Council: An Ordinance Authorizing the Establishment of a Custodial Account for the Sentinel on Third Project

**OTHER BUSINESS/CLOSING COMMENTS**

AUG 13 2025

2

NOT

**ADOPTED**

**AN ORDINANCE AUTHORIZING THE TEMPORARY  
CLOSURE OF EASTCHESTER LANE FOR THE  
HAWLIYAH CELEBRATION ON AUGUST 30-31, 2025**

AUG 14 2025

1

**SPECIAL**

**Whereas**, in correspondence dated July 15, 2025, Ketty Floyd, Secretary of Tariqa Burhaniya D'Suqiya Shazuliya, formally requested authorization to close Eastchester Lane between South 10th Avenue and South 11th Avenue on Saturday, August 30, 2025, and Sunday, August 31, 2025, from 9:00 a.m. to 10:00 p.m. each day, to hold the Hawliyah celebration; and

**Whereas**, in prior years, the organizers of the Hawliyah celebration have hosted their annual event during the Memorial Day weekend, but this year, the members voted to move the celebration to the Labor Day weekend; and

**Whereas**, the Hawliyah celebration is a religious and cultural event intended to provide fellowship, community engagement, and a safe, festive environment for both congregation members and neighborhood residents; and

**Whereas**, the organizers have formally requested permission to close Eastchester Lane between South 10th Avenue and South 11th Avenue on Saturday, August 30, 2025, and Sunday, August 31, 2025, from 9:00 a.m. to 10:00 p.m. each day, to create a safe, traffic-free space for attendees, including children; and

**Whereas**, the Department of Public Works has no objection to the proposed street closure and has agreed to place "No Parking" signs 72 hours in advance and install barricades on Eastchester Lane between South 10th Avenue and South 11th Avenue on the morning of August 30, 2025; and

**Whereas**, the Department of Public Safety has no objection to the street closure and has recommended patrol presence, with the patrol supervisor authorized to hire overtime at the expense of the event organizer if necessary, and recommended barricades and proper no-parking signage; and

**Whereas**, the Fire Department has reviewed the request and has no objection to the proposed street closure for the dates and times requested; and

**Whereas**, the City Council finds that the event serves a public purpose by fostering cultural and community connections while ensuring public safety; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization of Street Closure.** The Mayor, through the appropriate City departments, is hereby authorized to close Eastchester Lane between South 10th Avenue and South 11th Avenue on Saturday, August 30, 2025, and Sunday, August 31, 2025, from 9:00 a.m. to 10:00 p.m. each day, to hold the Hawliyah celebration.

**Section 2. Public Works Department Responsibilities.** The Department of Public Works shall:

- (a) Place "No Parking" signs on the affected streets at least 72 hours before the event;
- (b) Install barricades at the intersections of Eastchester Lane with South 10th Avenue and South 11th Avenue on the morning of August 30, 2025; and
- (c) Remove barricades promptly following the conclusion of the event on August 31, 2025.

1

AUG 13 2025

2  
NOT

ADOPTED

AUG 14 2025

1

SPECIAL

**Section 3. Public Safety Department Responsibilities.** The Department of Public Safety shall:

- (a) Provide patrol presence during the event;
- (b) Authorize the patrol supervisor to hire overtime staffing at the expense of the organizer, if deemed necessary; and
- (c) Coordinate with the event organizer to ensure compliance with all safety and emergency access requirements.

**Section 4. Insurance Requirement.** The event organizer shall maintain and provide proof of liability insurance coverage as required by the City of Mount Vernon prior to the commencement of the event.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon its adoption by the City Council and filing of the necessary documents in the office of the City Clerk of Mount Vernon.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED  
AUG 15 2025  
Date

BY

Mayor

*Justin P. [Signature]*

Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

ATTEST:

*Nicole Bonilla [Signature]*  
City Clerk

AUG 13 2025

3

NOT

ADOPTED

2

AUG 14 2025

SPECIAL

**AN ORDINANCE AUTHORIZING THE  
AMENDMENT OF ORDINANCE NO. 11, ADOPTED  
BY THE CITY COUNCIL ON JUNE 11, 2025,  
ENTITLED "AN ORDINANCE AUTHORIZING THE  
MAYOR TO RENEW THE ANNUAL MAINTENANCE  
AGREEMENT WITH BUSINESS ELECTRONICS  
(IRECORD) FOR INTERVIEW ROOM RECORDING  
EQUIPMENT USED BY THE DEPARTMENT OF  
PUBLIC SAFETY"**

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

Section 1. The first decretal paragraph, the fifth (5<sup>th</sup>) Whereas clause and Section 2 of Ordinance No. 11, adopted by the City Council on June 11, 2025, entitled "AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW THE ANNUAL MAINTENANCE AGREEMENT WITH BUSINESS ELECTRONICS (IRECORD) FOR INTERVIEW ROOM RECORDING EQUIPMENT USED BY THE DEPARTMENT OF PUBLIC SAFETY," is hereby amended as follows:

**Whereas**, by letter dated [May 28, 2025] July 24, 2025, the Commissioner of Management Services [Deputy Commissioner of the Department of Public Safety] has requested legislation to amend Ordinance No. 11, adopted by the City Council on June 11, 2025, authorizing the Mayor to Renew the Annual Maintenance Agreement with Business Electronics (iRecord) for Interview Room Recording Equipment used by the Department of Public Safety, and

**Whereas**, in a letter dated May 28, 2025, the Deputy Commissioner of the Department of Public Safety formally requested authorization for the Mayor to execute, on behalf of the City, a renewal of the annual maintenance agreement with Business Electronics (iRecord) for the continued servicing and maintenance of interview room recording equipment used by the Department of Public Safety; and

**Whereas**, the City of Mount Vernon Police Department utilizes specialized interview room recording equipment provided and maintained by Business Electronics (iRecord) to support law enforcement operations and ensure the integrity of custodial interviews; and

**Whereas**, the current maintenance agreement between Business Electronics (iRecord) and the City of Mount Vernon is scheduled to expire on June 30, 2025; and

**Whereas**, the continuation of this maintenance agreement is essential to ensure the ongoing functionality and reliability of the department's recording equipment, including cameras, microphones, and associated software systems; and

**Whereas**, the proposed renewal agreement with Business Electronics covers the maintenance services for the period from July 1, 2025, through June 30, 2026, at a total cost of \$2,370.00, to be paid from Budget Line [A3120.416] A1680.216 (Application Services); and

**Whereas**, it is in the best interest of the City of Mount Vernon to authorize this agreement in order to maintain uninterrupted service and prevent potential disruptions in critical police operations; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Renew Agreement.** The Mayor of the City of Mount Vernon is hereby authorized to execute, on behalf of the City, a renewal of the annual maintenance agreement with Business Electronics (iRecord) for the continued servicing and maintenance of interview room recording equipment used by the Department of Public Safety.

2

AUG 13 2025

3  
NOT  
ADOPTED

**Section 2. Term and Cost.** The maintenance agreement shall be effective from July 1, 2025, through June 30, 2026, at a total cost not to exceed Two Thousand Three Hundred Seventy Dollars (\$2,370.00), to be charged to Budget Line [A3120.416] A1680.216 (Application Services).

**Section 3. Execution of Documents.** The Mayor is hereby authorized to execute all documents and take any additional actions necessary to effectuate the purposes of this Ordinance.

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

New Matter Underlined  
Deleted Matter in Brackets [ ]

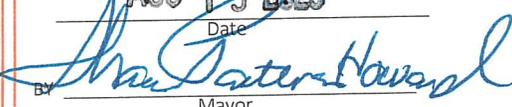
AUG 14 2025

SPECIAL

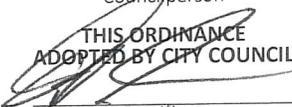
Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM  
  
Assistant Corporation Counsel

APPROVED  
AUG 15 2025  
Date  
  
Mayor



Councilperson  
THIS ORDINANCE  
ADOPTED BY CITY COUNCIL  
  
President

ATTEST:  
  
City Clerk

AUG 13 2025

4

NOT

ADOPTED

AUG 14 2025

3

SPECIAL

**AN ORDINANCE AUTHORIZING THE OFFICE OF NEIGHBORHOOD SAFETY AND ENGAGEMENT, THE OFFICE OF THE MAYOR, AND THE DEPARTMENT OF RECREATION TO COSPONSOR THE 3RD ANNUAL BIG BLOCK PARTY AND PROVIDING FOR STREET CLOSURE, CITY SERVICES AND SUPPORT**

**Whereas**, in correspondence dated June 30, 2025, the Deputy Chief of Staff formally requested authorization for the Office of Neighborhood Safety and Engagement, the Office of the Mayor, and the Department of Recreation to cosponsor the 3rd Annual Big Block Party on Saturday, August 23, 2025, from 12:00 p.m. to 5:00 p.m.; and

**Whereas**, the purpose of the Big Block Party is to support the Mount Vernon community, empower youth and families, provide access to community resources, and promote a summer of safety through free and enjoyable activities for all ages; and

**Whereas**, the event will include family-friendly programming such as:

- Fun Zone with a bouncy house,
- free food,
- double Dutch contest,
- Cupcake Corner,
- pop-up petting zoo,
- Activation Zone (featuring face painting, arts & crafts, and Zumba),
- booths with community resources; and
- live entertainment.

**Whereas**, the organizers request the closure of South 4th Avenue between 2nd Street and 3rd Street for the duration of the event, including additional time for setup and breakdown; and

**Whereas**, the Department of Public Works, the Mount Vernon Police Department, and the Mount Vernon Fire Department have reviewed and approved the request, subject to safety and logistical conditions, including street closure, posting of No Parking signs, event monitoring, and fire safety compliance; and

**Whereas**, the City Council finds that co-sponsorship and support of the Big Block Party is in the interest of public welfare and community engagement; **Now, Therefore, Be It Resolved That**

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

**Section 1. Event Authorization.** The City of Mount Vernon hereby authorizes the co-sponsorship of the 3rd Annual Big Block Party by the Office of Neighborhood Safety and Engagement, the Office of the Mayor, and the Department of Recreation. The event shall take place on Saturday, August 23, 2025, from 12:00 p.m. to 5:00 p.m.

**Section 2. Street Closure.** The Department of Public Works is hereby authorized and directed to close South 4th Avenue between 2nd Street and 3rd Street to hold the Big Block Party. Street closure shall begin at 10:00 a.m. and continue until 7:00 p.m. to accommodate event setup and breakdown. "No Parking" signs shall be posted no less than seventy-two (72) hours in advance, and barricades shall be placed at the designated intersections on the morning of the event.

AUG 13 2025

4

NOT ADOPTED

AUG 14 2025

J

SPECIAL

**Section 3. Police, Fire, and EMS Support.**

The Mount Vernon Police Department is authorized to:

- Assign two (2) police officers on an overtime basis for public safety and traffic control.
- Assign auxiliary officers to assist throughout the event.
- Authorize the Patrol Supervisor to monitor the event and hire additional officers on overtime if deemed necessary.

The Mount Vernon Fire Department shall ensure compliance with fire safety regulations. All food vendors must adhere to Fire Department guidelines for mobile food preparation. Fire extinguishers shall be present at each cooking station, and access for emergency vehicles must be maintained at all times.

Emergency Medical Services (EMS) shall be notified and available on standby during the event hours.

**Section 4. Public Works Support.**

The Department of Public Works is further authorized to:

- Provide barricades for street closures at the intersections of South 4th Avenue and East 2nd Street, and South 4th Avenue and East 3rd Street.
- Clean the street area before and after the event.

The City shall provide auxiliary police, fire, and emergency medical services as necessary. The Department of Public Works shall ensure post-event street cleaning to restore the area to pre-event conditions.

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

AUG 14 2025

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Browne: Absent  
Poteat: Absent  
Gleason: Yea Ordinance Not Adopted  
Thompson: Yea

APPROVED AS TO FORM

*[Signature]*  
Assistant Corporation Counsel

APPROVED  
AUG 15 2025  
Date

*[Signature]*  
Mayor

*[Signature]*  
Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

*[Signature]*  
President

ATTEST:  
*[Signature]*  
City Clerk

AUG 13 2025

5

NOT

ADOPTED

AN ORDINANCE AUTHORIZING THE MAYOR TO ATTEND THE NEW YORK CONFERENCE OF MAYORS AND MUNICIPAL OFFICIALS (NYCOM) 2025 FALL TRAINING SCHOOL

Whereas, in correspondence dated August 5, 2025, the Mayor formally requested authorization to attend the 2025 NYCOM Fall Training School to be held in Lake Placid, New York, from September 15 through September 19, 2025; and

Whereas, the New York Conference of Mayors and Municipal Officials (NYCOM) will hold its 2025 Fall Training School in Lake Placid, New York, from September 15 through September 19, 2025; and

Whereas, the NYCOM Fall Training School serves as an educational and networking opportunity for municipal leaders and elected officials throughout New York State to enhance their knowledge and effectiveness in local governance; and

Whereas, the City Council recognizes the importance of professional development and training for the Mayor in order to remain informed of best practices, legislative updates, and policy solutions that benefit the City of Mount Vernon; and

Whereas, the total cost for attendance at this training event, including registration, transportation, hotel accommodations, and incidentals, shall not exceed Two Thousand Dollars (\$2,000.00), with registration fees capped at Six Hundred Dollars (\$600.00); and

Whereas, the funds for this expenditure shall be made available through Budget Code A1210.402 – Travel; Now, Therefore, Be It Resolved That

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

Section 1. Authorization. The Mayor of the City of Mount Vernon is hereby authorized to attend the 2025 NYCOM Fall Training School to be held in Lake Placid, New York, from September 15 through September 19, 2025.

Section 2. Budget and Expenses. The total cost of the trip, including registration, transportation, hotel accommodations, and incidentals, shall not exceed Two Thousand Dollars (\$2,000.00), with registration fees not to exceed Six Hundred Dollars (\$600.00). These expenses shall be charged to Budget Code A1210.402 – Travel.

Section 3. Effective Date. This Ordinance shall take effect immediately upon approval by the Board of Estimate & Contract.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED  
AUG 15 2025  
Date

BY

Mayor

*Catherine Gleason*

Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST

City Clerk

*[Signature]*  
Mayor

4

AUG 13 2025

7  
NOT  
ADOPTED

AUG 14 2025

SPECIAL

**AN ORDINANCE AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ATTEND THE PUBLIC WORKS SUMMIT IN PONTE VEDRA BEACH, FLORIDA**

**Whereas**, in correspondence dated July 24, 2025, the Commissioner of the Department of Public Works formally requested authorization for Damani Bush, Commissioner of Public Works, to attend the Public Works Summit from November 5, 2025, through November 7, 2025, in Ponte Vedra Beach, Florida; and

**Whereas**, the City of Mount Vernon is committed to advancing innovation, efficiency, and excellence in the delivery of municipal services, particularly within the Department of Public Works; and

**Whereas**, the Public Works Summit, scheduled to be held from Wednesday, November 5, 2025, through Friday, November 7, 2025, in Ponte Vedra Beach (Sawgrass), Florida, is a nationally recognized event dedicated to bringing together leading public works professionals, experts, and vendors to share best practices, new technologies, and solutions in the field of municipal operations; and

**Whereas**, Damani Bush, Commissioner of Public Works, has formally requested permission to attend the Summit, recognizing its value in enhancing the City's capacity to manage public infrastructure, explore innovation, and build strategic partnerships; and

**Whereas**, the Summit offers a cost-free opportunity to the City, with all accommodations fully covered by the event host, and thus poses no financial burden on the City of Mount Vernon; and

**Whereas**, attendance at this Summit will provide direct municipal benefits including knowledge-sharing, professional development, exploration of cost-saving technologies, networking opportunities, and strengthened planning capabilities for the Department of Public Works; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization.** The City Council hereby authorizes Damani Bush, Commissioner of Public Works, to attend the Public Works Summit from November 5, 2025, through November 7, 2025, in Ponte Vedra Beach, Florida.

**Section 2. Purpose.** The purpose of this authorization is to enable the Commissioner to engage in professional development, strategic planning, and collaborative opportunities that will benefit the City's Department of Public Works and improve the delivery of municipal services.

**Section 3. Funding.** Attendance at the Summit shall be at *no* cost to the City of Mount Vernon. All accommodations, including lodging and event access, are fully covered by the Summit host. No City funds shall be expended in connection with this travel.

**Section 4. Effective Date.** This Ordinance shall take effect immediately upon approval by the City Council.

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

AUG 15 2025

Date

BY

Mayor

Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Potat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Potat: Absent  
Thompson: Yea Ordinance Not Adopted

5

AUG 13 2025

8

NOT ADOPTED

AUG 14 2025

6

SPECIAL

AN ORDINANCE AUTHORIZING A BUDGET TRANSFER WITHIN THE DEPARTMENT OF PUBLIC WORKS TO COVER THE EMERGENCY RENTAL OF A TOWABLE GENERATOR AND COOLING UNIT FOR THE DOLES CENTER

Whereas, in correspondence dated August 7, 2025, the Commissioner of the Department of Public Works formally requested authorization for the Comptroller to effectuate the following intra-departmental transfer within the Department of Public Works budget for Fiscal Year 2025; and

Whereas, the Department of Public Works has determined that an urgent budget line transfer is necessary to address an emergency currently affecting the Doles Center Senior Program and Cooling Station; and

Whereas, a towable generator and cooling unit must be rented immediately to ensure the continued operation of vital services for senior citizens and residents utilizing the Doles Center during extreme heat conditions; and

Whereas, the funding is available within the Department of Public Works budget under the line item for Maintenance of Parking Garages (A1620.431), and the funds need to be transferred to the Equipment budget line (A1620.203) to support the emergency rental; and

Whereas, the City Council has reviewed the justification for the transfer and acknowledges the necessity of acting promptly to ensure public safety and well-being; Now, Therefore, Be It Resolved That

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

Section 1. Authorization of Budget Transfer. The Comptroller is hereby authorized and directed to effectuate the following intra-departmental transfer within the Department of Public Works budget for Fiscal Year 2025:

Table with 3 columns: From, Amount, To. Row 1: DPW Building Maintenance - Maintenance of Parking Garages Budget Line: A1620.431, \$15,000.00, DPW Building Maintenance - Equipment Budget Line: A1620.203

Section 2. Purpose. The purpose of this transfer is to cover the cost of renting a towable generator and cooling unit to address emergency conditions at the Doles Center that affect senior programming and its designation as a community cooling station.

Section 3. Effective Date. This Ordinance shall take effect immediately upon approval by the Board of Estimate & Contract.

Vote Taken as Follows: 8/14/25 spec Boxhill: Yea Gleason: Yea Poteat: Absent Thompson: Yea Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25 Boxhill: Yea Browne: Absent Gleason: Yea Poteat: Absent Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED AUG 15 2025 Date Mayor

Cathline Gleason

Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST Nicole Bonella City Clerk

4

AUG 13 2025

9

NOT ADOPTED

**AN ORDINANCE DECLARING AN EMERGENCY AND AUTHORIZING THE RENTAL OF TEMPORARY COOLING EQUIPMENT AND THE REPAIR AND REPLACEMENT OF HVAC SYSTEMS AT THE DOLES CENTER**

AUG 14 2025

7

SPECIAL

**Whereas**, in correspondence dated August 13, 2025, the Deputy Commissioner of the Department of Public Works formally requested authorization to declare that an emergency exists at the Doles Center due to the imminent threat to public health and safety arising from the failure of essential HVAC systems serving the Senior Program and Cooling Station; and

**Whereas**, the rooftop HVAC unit serving the Senior Area (Zone 3) is a 25-year-old component well beyond its expected service life, has suffered repeated failures despite extensive corrective maintenance, and now poses an immediate threat to the health and safety of residents; and

**Whereas**, the failure of this HVAC unit jeopardizes essential cooling services to vulnerable populations, including seniors and other residents seeking relief from dangerous high temperatures; and

**Whereas**, additional deficiencies include the need for a new blower motor above the Classroom (Zone 1), without which the facility cannot maintain safe indoor temperatures; and

**Whereas**, the current extreme heat wave, coupled with the facility's reliance on these systems, constitutes an exigent circumstance as defined in Section 6(B) of the City's Procurement Policies — an occurrence that presents an immediate threat to the life, safety, health, and welfare of residents; and

**Whereas**, to prevent disruption of essential cooling services, it is necessary to immediately rent and deploy a portable cooling unit with generator while procuring and installing a replacement rooftop unit and blower motor; and

**Whereas**, an ENV study identified HVAC replacement at the Doles Center as the highest priority, recommending a rooftop unit with gas conversion at an estimated cost of \$284,861.00; and

**Whereas**, funding is available through existing budget allocations and transfers as set forth herein; **Now, Therefore, Be It Resolved That**

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

**Section 1. Emergency Declaration.** The City Council hereby declares that an emergency exists at the Doles Center due to the imminent threat to public health and safety arising from the failure of essential HVAC systems serving the Senior Program and Cooling Station.

**Section 2. Authorization of Immediate Actions.** The Mayor, or their designee, is authorized to:

1. **Rent and deploy** a portable cooling unit, including all associated equipment and a generator, for a period not to exceed three (3) months; and
2. **Procure and install** a new 20-ton, two-stage rooftop gas-conversion HVAC unit for Zone 3 (Senior Area); and
3. **Procure and install** a new blower motor for Zone 1 (Classroom).

AUG 13 2025

9

NOT

ADOPTED

AUG 14 2025

7

SPECIAL

**Section 3. Funding.** Funding for the emergency repairs and rentals shall be allocated as follows:

- **Blower Motor** – \$8,275.00 from Budget Code A1620.203
- **Rooftop Unit** – \$76,143.24 from Budget Code A1620.414
- **Portable Cooling Unit Rental** – Not to exceed \$25,671.39 from Budget Code A1620.203 (including transfer from A1620.414 as needed) – as follows:
  - First month: - \$10,461.13
  - Every month thereafter: - \$ 8,557.13
  - NTE – three months: \$25,671.39
- **Total Authorized Expenditure** – Not to exceed \$110,089.63

**Section 4. Procurement Authority.** Pursuant to Section 6(B) of the City’s Procurement Policies, the aforementioned purchases are excepted from competitive bidding requirements due to the existence of an emergency as defined therein. All such purchases shall be documented and reported to the City Council.

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

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

AUG 15 2025

Date

Mayor

*Carlin Deaso*

Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

*Michelle Bonilla*

ATTEST:

City Clerk

AUG 13 2025

10

NOT  
ADOPTED

**AN ORDINANCE AUTHORIZING THE PUBLIC  
RELEASE OF RFQ NO. 07.25 – PROFESSIONAL  
ENGINEERING SERVICES FOR PLANNING,  
DESIGN, AND CONSTRUCTION PHASE SERVICES  
OF DRINKING WATER, SEWER, STORM SEWER,  
AND INFRASTRUCTURE PROJECTS**

AUG 14 2025

8

**Whereas**, in correspondence dated July 24, 2025, the Commissioner of the Department of Public Works formally requested authorization and approval for the public release of Request for Qualifications No. 07.25 – Professional Engineering Services for the planning, design, and construction phase services related to drinking water, sewer, storm sewer, and infrastructure improvements across the City of Mount Vernon; and

**Whereas**, the City of Mount Vernon is currently subject to a Consent Decree issued by the United States Environmental Protection Agency (EPA) and the New York State Department of Environmental Conservation (DEC) to resolve longstanding violations of the Clean Water Act; and

**Whereas**, the Department of Public Works (DPW) is leading the City’s efforts to achieve full compliance with the Consent Decree and address critical infrastructure needs; and

**Whereas**, the timely procurement of specialized engineering expertise is essential to implement required improvements to the City’s drinking water, wastewater, and stormwater systems and to meet regulatory deadlines; and

**Whereas**, the City seeks to issue Request for Qualifications (RFQ) No. 07.25 to identify and engage qualified professional engineering firms to support these urgent infrastructure projects, including design, construction oversight, flood mitigation, MS4 compliance, and asset management; and

**Whereas**, the proposed RFQ will promote equitable contracting opportunities by establishing a goal of 20% participation by certified Minority and Women-Owned Business Enterprises (MWBES); and

**Whereas**, the City Council finds that the release of RFQ No. 07.25 is in the public interest and necessary to protect public health, safety, and the environment by ensuring compliance with state and federal mandates; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Release RFQ No. 07.25.** The City Council hereby authorizes and approves the public release of Request for Qualifications No. 07.25 – Professional Engineering Services for the planning, design, and construction phase services related to drinking water, sewer, storm sewer, and infrastructure improvements across the City of Mount Vernon.

**Section 2. Purpose of RFQ.** The RFQ seeks to solicit qualifications from engineering firms to support the Department of Public Works in:

- Engineering design and construction oversight
- Sewer system rehabilitation and flood mitigation
- Lead service line replacement and program implementation
- MS4 permit compliance and public education
- Regulatory agency coordination and reporting
- Infrastructure asset management and long-term planning

**SPECIAL**

AUG 13 2025

10

NOT

ADOPTED

**Section 3. Commitment to MWBE Inclusion.** The City affirms its commitment to equity and inclusion in public contracting. The RFQ shall encourage participation of certified Minority and Women Business Enterprises (MWBEs) and shall establish a target goal of 20% MWBE engagement in awarded contracts.

**Section 4. Consent Decree Compliance.** All services procured through RFQ No. 07.25 shall directly support the City's compliance with the Consent Decree issued by the EPA and DEC and shall be coordinated with ongoing regulatory obligations and infrastructure improvement initiatives.

**Section 5. Severability.** If any clause, sentence, paragraph, subdivision, or section of this Ordinance is determined to be invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of the remaining provisions.

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

AUG 14 2025

8

SPECIAL

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED  
AUG 13 2025

Date

Mayor

Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

ATTEST

City Clerk

AUG 13 2025

11

NOT

ADOPTED

AUG 14 2025

9

SPECIAL

AN ORDINANCE AUTHORIZING THE BOARD OF WATER SUPPLY TO AMEND THE SALARY FOR THE LEAD SERVICE LINE DATA ENTRY CLERK POSITION

Whereas, in a letter dated July 17, 2025, the Commissioner of the Board of Water Supply formally requested authorization for the Board of Water Supply to amend the salary for the Lead Service Line Data Entry Clerk position as recommended by the Department of Human Resources; and

Whereas, the Board of Water Supply has identified the need to amend the salary for the Lead Service Line Data Entry Clerk position to reflect the Department of Human Resources' assessment and analysis of the role's responsibilities and qualifications; and

Whereas, the City has entered into recent Memoranda of Agreement (MOAs) under the collective bargaining agreements with the Civil Service Employees Association (CSEA) and the Teamsters Local 456 to maintain parity in salaries for comparable roles within the City workforce; and

Whereas, the Department of Human Resources has recommended, and the Board of Water Supply concurs, that the salary for the Lead Service Line Data Entry Clerk be increased to align with the CSEA Grade 5B pay scale to ensure fair and competitive compensation; and

Whereas, the proposed salary increase from \$52,000 to \$53,096.47 (Grade 5B, Step 2) for the 2025 fiscal year will be fully funded through the existing \$2 million grant from the New York State Environmental Facilities Corporation (EFC), which was budgeted and approved for this purpose; and

Whereas, final approval by the City Council and the Board of Estimates and Contracts is required to enact this salary adjustment; Now, Therefore, Be It Resolved That

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

Section 1. Authorization. The City Council hereby authorizes the Board of Water Supply to amend the salary for the Lead Service Line Data Entry Clerk position as recommended by the Department of Human Resources.

Section 2. Salary Adjustment. The salary for the Lead Service Line Data Entry Clerk shall be increased from \$52,000 to \$53,096.47 per annum, consistent with Grade 5B, Step 2 of the CSEA salary schedule. The salary range for this position shall be maintained at a minimum of \$51,004.17 and a maximum of \$69,834.87.

Section 3. Funding. The salary adjustment shall be funded entirely through the existing \$2 million grant awarded by the New York State Environmental Facilities Corporation (EFC). No additional City funds shall be required.

Section 4. Effective Date. This Ordinance shall take effect immediately upon approval by the City Council, the Board of Estimates and Contracts, and all other required parties.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED  
AUG 13 2025

Date

BY [Signature] Mayor

[Signature] Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST: [Signature] City Clerk

9

AUG 13 2025

12

NOT

ADOPTED

AUG 14 2025

10

SPECIAL

**LOCAL LAW NO. 1 OF 2025**  
**A LOCAL LAW OF THE CITY OF**  
**MOUNT VERNON, NEW YORK,**  
**AMENDING THE REFUSE SUSTAINABILITY FEE**

**Whereas**, an amendment to clarify and enhance the current Local Law as written is necessary; and,

**Whereas**, the inclusion of the two added definitions will provide clear guidance on the classifications of Industrial Properties and Commercial Properties; and,

**Whereas**, this Amendment will ensure that there will be equitable application of the Refuse Sustainability Fee;

**Now therefore, be it enacted** by the City Council of the City of Mount Vernon, New York, in the County of Westchester, as follows:

Section 1. Section 112-c of Chapter C Article IX Department of Public Works, also known as the Charter of the City of Mount Vernon, as added by Local Law No. 3 of 2022, is hereby amended to read as follows:

Section 112-c Refuse Sustainability Fee.

(1) Purpose; authority. Establishment of refuse sustainability fee. The City Council of Mount Vernon ("City") hereby establishes a Refuse Sustainability Fee to defray the cost of collection, transportation, and disposal of solid waste and recyclables from improved real properties in the City.

(2) Definitions. All terms outlined in this local law shall have the same definitions as outlined in Chapter 112-b, "Sewer Rents" of the Mount Vernon City Charter, unless otherwise noted herein.

(3) Computation of refuse sustainability fees. The Refuse Sustainability Fee for each calendar year foreach improved real property in the City shall be calculated by multiplying the number of parcels on each such tax assessment lot, as shown on the most current tax assessment roll and records of the City Assessor, by the Refuse Sustainability Fees outlined in Part II: General Legislation; Chapter 126: Fees and Deposits; Article VI: Sewer Rents and Refuse Sustainability Fees of the Mount Vernon City Code.

Changes in fees. The Refuse Sustainability Fee may be changed by amending Part II: General Legislation; Chapter 126: Fees and Deposits; Article VI: Sewer Rents and Refuse Sustainability Fees of the Mount Vernon City Code.

(4) Billing of refuse sustainability fees. The Refuse Sustainability Fee for each improved real property in the City shall be billed for each calendar year as a separate line item on a biannual real property tax bill for each such tax assessment lot. Only in the year of the enactment of the Refuse Sustainability Fee, must it be due in full by December 31. Every year thereafter, it will be due in conjunction with the City Property tax schedule.

(5) Usage of refuse sustainability fees. The collection of revenue from the Refuse Sustainability Fees shall only be used to defray the cost of collection, transportation, capital projects, benefits, and disposal of solid waste refuse and recyclables within the City of Mount Vernon.

(6) (a) Ability to opt out of refuse sustainability fees. The Refuse Sustainability Fees can only be opted out of by commercial and industrial improved real property in the City. These opt-outs must be submitted by written communication to the Commissioner of the Department of Public Works before September 30 of the current year to be effective for the next succeeding year.

AUG 13 2025

12

NOT

ADOPTED

AUG 14 2025

10

SPECIAL

(b) Industrial Property. Industrial Property shall be deemed as property used for repair, trade, or manufacturing, production, assembly, or processing of finished products and fabrications. This includes any office or other accommodation on the same property, the use of which is incidental to such activity.

(c) Commercial Property. Commercial Property shall be deemed as property intended to generate a profit from capital gains, such as office buildings, hotels, farmland, warehouses, medical centers, garages, and other similar uses. This includes any office or other accommodation on the same property, the use of which is incidental to such activity.

(7) Levy and lien of unpaid refuse sustainability fees. If a Refuse Sustainability Fee including accrued interest thereon is not fully paid by the second installment of the calendar year for which originally billed, the unpaid amount shall, pursuant to the procedures set for in § 120-cc of the General Municipal Law, become a lien as of January 1 of the next succeeding year and shall accrue additional interest, to be collected, and to be enforced in the same manner and at the same time as provided by law for City taxes due in such next succeeding year. An exception is made for the first year of the enactment of the Refuse Sustainability Fees.

Section 2. If any section of this local law shall be held unconstitutional, invalid, or ineffective, in whole or in part, such determination shall not be deemed to affect, impair, or invalidate the remainder of this local law.

Section 3. This Local Law shall be retroactive to January 1, 2025, and shall take effect immediately upon filing in the office of the New York State Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.

New matter underlined  
Deleted matter in brackets [ ]

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED  
AUG 26 2025

Date

BY

Mayor

Page | 2

10

*Patricia Gleason*  
Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

ATTEST  
*Michelle Somella*  
City Clerk

AUG 13 2025

13

NOT

ADOPTED

AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS WITHIN THE OFFICE OF THE CITY CLERK BUDGET TO COVER TRAVEL-RELATED EXPENSES

Whereas, in correspondence dated July 21, 2025, the City Clerk formally requested authorization for the Comptroller to execute a transfer of funds within the Office of the City Clerk's budget as detailed below; and

Whereas, the Office of the City Clerk has identified the need to fund future travel-related expenses to support official duties and operations; and

Whereas, a review of the current budget reveals that sufficient funds are available in the Software & Software Support budget line that may be reallocated without impacting essential services; and

Whereas, it is in the best interest of the City of Mount Vernon to ensure that the Office of the City Clerk has adequate funding to support necessary travel expenditures in the performance of its official functions; Now, Therefore, Be It Resolved That

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

Section 1. Authorization of Budget Transfer. The Comptroller is hereby authorized and directed to transfer funds within the Office of the City Clerk's budget as follows:

Table with 3 columns: From, Amount, To. Row 1: A1410.215 (Software & Software Support), \$5,000.00, A1410.402 (Travel Expense)

Section 2. Purpose. The funds transferred pursuant to this Ordinance shall be used exclusively to cover necessary and reasonable travel-related expenses for the Office of the City Clerk.

Section 3. Effective Date. This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.

Vote Taken as Follows: 8/14/25 spec Boxhill: Yea Gleason: Yea Poteat: Absent Thompson: Yea Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25 Boxhill: Yea Browne: Absent Gleason: Yea Poteat: Absent Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

AUG 15 2025

Date

Mayor

Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST

City Clerk

11

AUG 13 2025

14

NOT

ADOPTED

AN ORDINANCE AUTHORIZING THE CITY CLERK AND EXECUTIVE ASSISTANT TO ATTEND THE 2025 NYCOM FALL TRAINING SCHOOL IN LAKE PLACID, NEW YORK

Whereas, in correspondence dated July 30, 2025, the City Clerk, Nicole Bonilla, has requested permission for herself and Executive Assistant, Kimberly Joshua, to attend the 2025 New York Conference of Mayors (NYCOM) Fall Training School, to be held in Lake Placid, New York, from September 15 through September 19, 2025; and

Whereas, the New York State Conference of Mayors and Municipal Officials (NYCOM), in collaboration with the Office of the State Comptroller, the New York State Society of Municipal Finance Officers, and the New York State Association of City and Village Clerks, is holding its annual Fall Training School from September 15 through September 19, 2025, in Lake Placid, New York; and

Whereas, the Fall Training School provides over sixty educational sessions covering a wide range of municipal governance topics, including open meetings law, vital records, records management law, local laws, special event permitting, and other matters essential to the responsibilities of the Office of the City Clerk and the legislative operations of the City Council; and

Whereas, attendance at this conference will provide significant professional development, networking opportunities, and valuable insights that support the efficient and informed administration of municipal duties within the City of Mount Vernon; and

Whereas, City Clerk Nicole Bonilla and Executive Assistant Kimberly Joshua will attend the conference jointly to ensure broad session coverage, effective note-taking, and coordinated follow-up of learning objectives; and

Whereas, the total cost of attendance, including registration fees, travel, lodging, meals, and incidental expenses, is estimated not to exceed Two Thousand Five Hundred Dollars (\$2,500.00), to be expensed from budget lines A1410.417 (Education/Training) and A1410.402 (Travel Expenses);

Whereas, attendance at this conference will benefit the City of Mount Vernon by enhancing the knowledge and efficiency of the Office of the City Clerk; Now, Therefore, Be It Resolved That

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

Section 1. Authorization to Attend Conference. The City Council hereby authorizes Nicole Bonilla, City Clerk, and Kimberly Joshua, Executive Assistant, to attend the New York Conference of Mayors (NYCOM) 2025 Fall Training School in Lake Placid, New York, from September 15 through September 19, 2025.

Section 2. Funding Allocation. The registration costs totaling One Thousand One Hundred Forty Dollars (\$1,140.00) for registration shall be charged to Budget Line A1410.417 (Education/Training), and travel, lodging, meals, and incidental expenses estimated at One Thousand Three Hundred Sixty Dollars (\$1,360.00) shall be charged to Budget Line A1410.402 (Travel Expenses), for a combined total not to exceed Two Thousand Five Hundred Dollars (\$2,500.00).

Section 3. Effective Date. This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM  
Assistant Corporation Counsel

APPROVED  
AUG 15 2025  
Date  
Mayor

Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL  
President

ATTEST:  
Nicole Bonilla  
City Clerk

12

AUG 13 2025

15

NOT

ADOPTED

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A THREE-YEAR AGREEMENT WITH GRANICUS CORPORATION FOR LEGISLATION MANAGEMENT SOFTWARE AND RELATED SERVICES

Whereas, in correspondence dated July 30, 2025, the City Clerk formally requested authorization for the Mayor to enter into a three-year agreement with Granicus Corporation for the provision of Legistar legislative management software and related services, according to the OMNIA cooperative purchasing agreement; and

Whereas, the City of Mount Vernon previously utilized the services of Granicus Corporation for legislative management software and support services for the City Council and the Board of Estimate & Contract; and

Whereas, the City now seeks to re-enter into an agreement with Granicus Corporation for continued use of the Legistar legislative management software, as well as the Open Platform Suite, Send Agenda, and govDelivery for systems integration and workflow efficiencies; and

Whereas, Granicus Corporation is an authorized OMNIA Partner under Region 14 ESC-TX Contract No. 01-115, and the City of Mount Vernon holds OMNIA Membership No. 4022456, which permits cooperative purchasing; and

Whereas, the agreement will cover a three-year period with pricing allocated annually and to be paid from Budget Line A 1010.405 – Contracted Outside Services; and

Whereas, the services to be provided under the agreement are essential for ensuring the effective and transparent management of legislative processes for the City Council and the Board of Estimate & Contract; 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 Agreement. The Mayor is hereby authorized to enter into a three-year agreement with Granicus Corporation for the provision of Legistar legislative management software and related services, according to the OMNIA cooperative purchasing agreement.

Section 2. Scope of Services. The agreement shall include the following services:

- Legistar Management Software
Open Platform Suite
Send Agenda
govDelivery Integration

All services are to be included in the annual pricing provided by Granicus Corporation.

Section 3. Term and Cost. The agreement shall be effective for a three-year term beginning October 5, 2025, and ending October 4, 2028. The total cost of the agreement shall be paid from Budget Line A 1010.405 – Contracted Outside Services, with annual costs as follows:

- Year 1 - (Oct 5, 2025 – Oct 4, 2026): \$11,325.60
Year 2 - (Oct 5, 2026 – Oct 4, 2027): \$12,458.16
Year 3 - (Oct 5, 2027 – Oct 4, 2028): \$13,703.98

Section 4. Effective Date. This Ordinance shall take effect immediately upon its adoption by the City Council and subsequent approval by the Board of Estimate & Contract.

Vote Taken as Follows: 8/14/25 spec
Boxhill: Yea Gleason: Yea
Poteat: Absent Thompson: Yea
Browne: Nay Ordinance Adopted

Vote Taken as Follows: 8/13/25
Boxhill: Yea Browne: Absent
Gleason: Yea Poteat: Absent
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM
Assistant Corporation Counsel

APPROVED
AUG 15 2025
Date
BY [Signature] Mayor

[Signature] Gleason
Councilperson
THIS ORDINANCE ADOPTED BY CITY COUNCIL
[Signature]
President
ATTEST: [Signature] City Clerk

13

AUG 13 2025

16

NOT ADOPTED

AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS WITHIN THE MOUNT VERNON YOUTH BUREAU BUDGET TO COVER SALARY EXPENSES FOR THE WORKFORCE DEVELOPMENT ACADEMY FOR YOUTH (WDAY) PROGRAM DIRECTOR

AUG 14 2025

14

SPECIAL

Whereas, in correspondence dated June 13, 2025, the Director of the Youth Bureau formally requested authorization to transfer the sum of Nineteen Thousand Seven Hundred Dollars (\$19,700.00) from Budget Code A7316.101 (Salaries) to Budget Code A6295.101 (Salaries) to cover the salary expenses of the WDAY Program Director for the period beginning July 1, 2025, and ending October 17, 2025; and

Whereas, the Workforce Development Academy for Youth (WDAY) is a vital program that provides necessary workforce development services and daily support to some of the most vulnerable youth ages 16 to 24 residing in the City of Mount Vernon; and

Whereas, the Westchester County Department of Social Services, on behalf of the Westchester-Putnam Local Workforce Development Board, has issued a Request for Proposals (RFP) for WDAY funding, which is due on July 25, 2025, at 10:00 a.m.; and

Whereas, due to changes in the source of funding, modifications to grant language, and the transition of the grant from an annually renewable basis to a four-year cycle, the estimated award letter for the grant is not expected until October 2025; and

Whereas, the Youth Bureau has confirmed, in consultation with the Financial Supervisor and the Assistant Comptroller, that sufficient funds are available in the current budget to ensure uninterrupted salary payments for the WDAY Program Director until the anticipated grant award is received; and

Whereas, the Mount Vernon City Council finds it necessary and in the public interest to authorize the transfer of funds within the Youth Bureau's budget to cover said salary expenses for the period from July 1, 2025, through October 17, 2025; Now, Therefore, Be It Resolved That

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

Section 1. Authorization. The Mount Vernon Youth Bureau is hereby authorized to transfer the sum of Nineteen Thousand Seven Hundred Dollars (\$19,700.00) from Budget Code A7316.101 (Salaries) to Budget Code A6295.101 (Salaries) to cover the salary expenses of the WDAY Program Director for the period beginning July 1, 2025, and ending October 17, 2025.

Section 2. Oversight and Reporting. The Youth Bureau, in coordination with the City Comptroller's Office, shall ensure that all financial transactions related to this transfer are properly documented and reported in accordance with the City's financial procedures and audit requirements.

Section 3. Effective Date. This Ordinance shall take effect immediately upon approval by the Board of Estimate & Contract.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED  
AUG 15 2025

Date

BY

Mayor

Derrick King  
Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

ATTEST

City Clerk

14

AUG 13 2025

17

NOT ADOPTED

AN ORDINANCE AUTHORIZING THE MAYOR TO APPROVE THE ATTENDANCE OF THREE (3) MOUNT VERNON YOUTH BUREAU STAFF MEMBERS, INCLUDING THE EXECUTIVE DIRECTOR, AT THE 2025 INDEPENDENT SECTORS NATIONAL SUMMIT IN ATLANTA, GEORGIA, AND PROVIDING FOR RELATED EXPENSES

AUG 14 2025

15

SPECIAL

Whereas, in correspondence dated July 9, 2025, the Executive Director of the Youth Bureau formally requested authorization for three (3) Mount Vernon Youth Bureau staff members, including the Executive Director, to attend the 2025 Independent Sector's National Summit to be held from October 26, 2025, through October 29, 2025, at the Signia by Hilton Atlanta Georgia World Congress Center in Atlanta, Georgia; and

Whereas, the City of Mount Vernon Youth Bureau is committed to strengthening the community through innovative programming, collaborative partnerships, and professional development opportunities; and

Whereas, the 2025 Independent Sector's National Summit (ISNS) is a premier gathering for nonprofit and philanthropic leaders focused on leveraging collective power to address pressing community and national challenges; and

Whereas, the ISNS will provide critical learning opportunities on topics including equitable workforce development, sustainable financial practices, inclusive funding strategies, intentional giving, and the ethical and practical implications of artificial intelligence in the charitable sector; and

Whereas, attendance at the ISNS will enable Youth Bureau staff to bring back actionable strategies, strengthen cross-sector partnerships, and further enhance services to the residents of Mount Vernon; and

Whereas, the estimated total cost for registration, travel, accommodations, per diem meals, and other related expenses for three (3) Youth Bureau staff members is not to exceed Eight Thousand Two Hundred Dollars (\$8,200), to be funded through Revenue Code A4820.4 with appropriations from Ready4LIFE Budget Codes A7335.423 (Conference Expense) and A7335.402 (Travel Expense); Now, Therefore, Be It Resolved That

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

Section 1. Authorization. The Mayor is hereby authorized to grant permission for three (3) Mount Vernon Youth Bureau staff members, including the Executive Director, to attend the 2025 Independent Sector's National Summit to be held from October 26, 2025, through October 29, 2025, at the Signia by Hilton Atlanta Georgia World Congress Center in Atlanta, Georgia.

Section 2. Funding. The estimated cost of attendance, not to exceed Eight Thousand Two Hundred Dollars (\$8,200), shall be charged to Revenue Code A4820.4 with the corresponding appropriations from Budget Codes Ready4LIFE A7335.423 (Conference Expense) and A7335.402 (Travel Expense).

Section 3. Effective Date. This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM  
Assistant Corporation Counsel

APPROVED  
AUG 15 2025  
Date  
BY [Signature] Mayor

[Signature] Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL  
[Signature] President

ATTEST: [Signature] City Clerk

15

AUG 13 2025

18

NOT

ADOPTED

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT FOUNDATION FUNDS FROM THE NEW YORK COMMUNITY TRUST AND ITS WESTCHESTER ADVISORY BOARD TO SUPPORT THE EXPANSION OF MOUNT VERNON YOUTH EMPOWERMENT ADVOCACY COUNCIL

Whereas, in correspondence dated July 14, 2025, the Executive Director of the Youth Bureau formally requested authorization for the Mayor to accept foundation funds in the amount of Eighty-Five Thousand Dollars (\$85,000) from the New York Community Trust and its Westchester Advisory Board to expand the Mount Vernon Youth Empowerment Advocacy Council (YEAC) from June 2025 through June 2027; and

Whereas, the City of Mount Vernon is committed to providing meaningful opportunities and resources for the youth of the City through innovative programming and community partnerships; and

Whereas, the New York Community Trust and its Westchester Advisory Board has awarded the City of Mount Vernon a grant in the amount of Eighty-Five Thousand Dollars (\$85,000) over two years (\$42,500 each year) to expand the Mount Vernon Youth Empowerment Advocacy Council (YEAC) from June 2025 through June 2027; and

Whereas, this grant award is the first of its kind for the City's Youth Bureau and will directly support the achievement of specified goals as outlined in the attached award letter; and

Whereas, the first payment of Forty-Two Thousand Five Hundred Dollars (\$42,500) has been received by the Comptroller's Office via ACH on July 14, 2025, and the second installment will be released upon submission of a satisfactory interim report; and

Whereas, the acceptance and use of this grant funding will not add any additional expense to the City's general fund and shall be properly accounted for under Revenue Code A3820.3 and expended under Budget Codes A7330.101; A7330.402; A7330.467; A7330.423; A7330.458; and A7330.467; Now, Therefore, Be It Resolved That

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

Section 1. Authorization. The Mayor of the City of Mount Vernon is hereby authorized to accept foundation funds in the amount of Eighty-Five Thousand Dollars (\$85,000) from the New York Community Trust and its Westchester Advisory Board for the purpose of expanding the Mount Vernon Youth Empowerment Advocacy Council (YEAC) from June 2025 through June 2027.

Section 2. Appropriation. The Comptroller is hereby authorized and directed to record said funds under Revenue Code A3820.3 and to appropriate said funds for expenditure under Budget Codes A7330.101; A7330.402; A7330.467; A7330.423; A7330.458; and A7330.467, in accordance with the grant's terms and conditions.

Section 3. Reporting. The Youth Bureau shall submit timely interim and final reports as required by the grant award to ensure the receipt of the second installment and to maintain compliance with the grant's requirements.

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

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

AUG 15 2025

Date

BY

Mayor

Derrick Thompson  
Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

ATTEST:

Nicole Somers  
City Clerk

16

AUG 13 2025

19

NOT

ADOPTED

**AN ORDINANCE GRANTING A TWELVE (12) MONTH LEAVE OF ABSENCE FOR MR. ROMMEL LASHLEY FROM HIS PERMANENT POSITION AS DOCUMENT COORDINATOR TO SERVE AS PLAN ROOM CLERK WITHIN THE DEPARTMENT OF BUILDINGS**

AUG 14 2025

17

**Whereas**, in a letter dated July 18, 2025, the Commissioner of the Department of Buildings formally requested authorization for a leave of absence for Mr. Rommel Lashley a twelve (12) month leave of absence from his permanent position as Document Coordinator; and

**Whereas**, Mr. Rommel Lashley is currently employed in the permanent position of Document Coordinator with the City of Mount Vernon; and

**Whereas**, Mr. Lashley has demonstrated exceptional knowledge of the permitting process, procedures, and the unified solar application process; and

**Whereas**, the Department of Buildings requires his expertise to serve in the capacity of Plan Room Clerk; and

**Whereas**, the Administration recommends that Mr. Lashley be granted a twelve (12) month leave of absence from his permanent position to fulfill this temporary assignment; and

**Whereas**, the period of leave is expected to be effective from Monday, August 18, 2025, and shall terminate on Tuesday, August 18, 2026; **Now, Therefore, Be It Resolved That**

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

**Section 1. Grant of Leave of Absence.** The City Council hereby grants Mr. Rommel Lashley a twelve (12) month leave of absence from his permanent position as Document Coordinator.

**Section 2. Temporary Assignment.** During the period of his leave of absence, Mr. Lashley shall serve in the capacity of Plan Room Clerk within the Department of Buildings.

**Section 3. Effective Dates.** The leave of absence shall commence on Monday, August 18, 2025, and shall terminate on Tuesday, August 18, 2026, unless extended or modified by further action of this Honorable Body.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

AUG 15 2025  
Date

BY

Mayor

Derrick Thompson  
Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

ATTEST

City Clerk

17

AUG 13 2025

20

NOT  
ADOPTED

18

AUG 14 2025

SPECIAL

**AN ORDINANCE ESTABLISHING A SEPARATE  
GAS WORK PERMIT AND FEE SCHEDULE  
WITHIN THE DEPARTMENT OF BUILDINGS**

**Whereas**, in correspondence dated July 24, 2025, the Commissioner of the Department of Buildings formally requested authorization for the creation of a separate Gas Work Permit for gas-related construction activities within the City of Mount Vernon, to be issued independently of the existing Plumbing Permit; and

**Whereas**, the City of Mount Vernon currently utilizes a single Plumbing Permit Application to authorize both plumbing and gas-related work within its jurisdiction; and

**Whereas**, this combined permit structure has proven to limit administrative efficiency, particularly in the areas of recordkeeping, plan review, and inspection tracking for gas-related installations; and

**Whereas**, the City has experienced a measurable increase in both the volume and complexity of gas-related construction and renovation projects; and

**Whereas**, the City has reviewed comparable procedures in neighboring municipalities, including the City of Yonkers, NY, which has successfully implemented a dedicated Gas Work Permit system to improve oversight, compliance, and inspection efficiency; and

**Whereas**, the creation of a separate Gas Work Permit, along with an associated fee schedule, would bring clarity to the permitting process, better serve taxpayers, and enhance the operational capacity of the Department of Buildings; and

**Whereas**, the City Council finds it necessary and appropriate to establish a separate Gas Work Permit Application and associated fee structure, effective January 1, 2026; **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 creation of a separate Gas Work Permit for gas-related construction activities within the City of Mount Vernon, to be issued independently of the existing Plumbing Permit.

**Section 2. Establishment of Gas Work Permit.** Effective January 1, 2026, the Department of Buildings shall establish a standalone Gas Work Permit Application, which shall be required for all installations, alterations, or repairs involving gas piping, gas meters, or gas appliances.

**Section 3. Scope of Permit.** The Gas Work Permit shall apply to, but not limited to:

- Gas meter installations;
- Gas piping alterations or repairs;
- Gas appliance hookups or conversions;
- Pressure testing of gas lines.

All such work must be performed by a licensed professional and shall be subject to inspection by the Department of Buildings.

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AUG 13 2025

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NOT ADOPTED

AUG 14 2025

*R*

SPECIAL

**Section 4. Permit Fees.** The following fee schedule shall apply to all Gas Work Permit Applications:

- Filing Fee: \$125.00
- Compliance Review Fee: \$100.00
- Gas Pressure Test Fee: \$150.00 per meter tested

Total Fee (based on 1 meter): \$375.00

For each additional meter, an additional \$150.00 shall be assessed.

**Section 5. Administration and Enforcement.** The Department of Buildings shall promulgate any rules, procedures, or forms necessary to implement and enforce the Gas Work Permit system. The Department shall have the authority to conduct inspections and require documentation to ensure compliance with all applicable codes and safety standards.

**Section 6. Severability.** If any clause, sentence, paragraph, or part of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof.

**Section 7. Effective Date.** This Ordinance shall take effect upon approval by the Board of Estimate and Contract and shall be fully effective as of January 1, 2026. It shall apply to all gas work permit applications submitted on or after that date.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

AUG 15 2025  
Date

BY

Mayor

Page | 2

18

*Derrick Thompson*  
Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST:

*Nicole Bonella*  
City Clerk

AUG 13 2025

21

NOT ADOPTED

AUG 14 2025

19

SPECIAL

AN ORDINANCE AMENDING THE PLUMBING REINSPECTION FEE STRUCTURE ADMINISTERED BY THE DEPARTMENT OF BUILDINGS

Whereas, in correspondence dated July 9, 2025, the Commissioner of the Department of Buildings formally requested authorization to establish a fee structure for plumbing re-inspections resulting from failed inspections, as well as fees for additional or partial inspection requests, to support the efficient operation and sustainability of the Department of Buildings; and

Whereas, the City of Mount Vernon Department of Buildings is responsible for overseeing plumbing inspections and ensuring code compliance throughout the City; and

Whereas, the current practice allows for multiple re-inspections without additional cost to permit holders, placing a strain on Department resources and personnel; and

Whereas, repeated failed inspections without penalty discourage compliance and delay construction progress; and

Whereas, neighboring municipalities, such as the City of Yonkers, have implemented structured fees for plumbing re-inspections to improve compliance and recover costs; and

Whereas, the City of Mount Vernon seeks to encourage accountability, deter avoidable inspection failures, and promote the efficient operation of the Department of Buildings by revising its reinspection fee policy; 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 establishes a fee structure for plumbing re-inspections resulting from failed inspections, as well as fees for additional or partial inspection requests, to support the efficient operation and sustainability of the Department of Buildings.

Section 2. Plumbing Reinspection Fees. The following fees shall be assessed for each failed plumbing inspection associated with a permit issued by the Department of Buildings:

- 1st Failed Inspection: \$300.00
• 2nd Reinspection (for the same permit): \$600.00
• Each Subsequent Reinspection (3rd and beyond): \$900.00 per inspection

Section 3. Additional or Partial Inspections. Applicants requesting additional or partial plumbing inspections for large-scale construction projects (including groundwork, underground plumbing, or inspections not exceeding two floors), to facilitate construction progress, shall be assessed a fee of:

- \$150.00 per requested inspection

Section 4. Billing and Enforcement. All reinspection and partial inspection fees shall be paid before the scheduling of the subsequent inspection. Failure to remit payment shall result in the withholding of further inspections and may delay final approvals or certificates of occupancy.

Section 5. Applicability. This Ordinance shall apply to all plumbing permit holders whose inspections are conducted on or after the effective date stated in Section 6.

Section 6. Effective Date. This Ordinance shall take effect immediately upon passage by the City Council and approval by the Board of Estimate and Contract and shall be enforced by the Department of Buildings forthwith.

Vote Taken as Follows: 8/14/25 spec
Boxhill: Yea Gleason: Yea
Poteat: Absent Thompson: Yea
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25
Boxhill: Yea Browne: Absent
Gleason: Yea Poteat: Absent
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED AUG 15 2025

Date

BY

Mayor

Derrick Thomas Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk

19

AUG 13 2025

22

NOT  
ADOPTED

**AN ORDINANCE AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH A THIRD-PARTY INSPECTION AGENCY FOR CONSTRUCTION INSPECTIONS AND OBSERVATIONS FOR THE DEVELOPMENT PROJECT AT 115 SOUTH MACQUESTEN PARKWAY**

AUG 14 2025

20

SPECIAL

**Whereas**, in correspondence dated July 17, 2025, the Commissioner of the Department of Buildings formally requested authorization for the Department of Buildings to issue a Request for Proposals (“RFP”) for qualified third-party inspection agencies to perform construction inspections and observations for the 115 South Macquesten Parkway development and similar qualified projects; and

**Whereas**, the City of Mount Vernon is experiencing significant development and growth, including the ongoing construction of a 13-story, 470,000-square-foot, mixed-use development consisting of 315 residential units, retail, parking, and a community facility located at 115 South Macquesten Parkway; and

**Whereas**, this project constitutes the largest single construction development currently underway in the City of Mount Vernon; and

**Whereas**, the City’s Department of Buildings is currently understaffed and unable to conduct the volume of inspections required for a project of this magnitude without causing undue delay to this and other ongoing developments; and

**Whereas**, in accordance with the authority granted under Section 1203.2 of Title 19 of the New York Codes, Rules and Regulations (NYCRR), which governs the administration and enforcement of the New York State Uniform Fire Prevention and Building Code, municipalities are permitted to utilize third-party providers for inspection services; and

**Whereas**, the use of a qualified third-party inspection agency will assist the Buildings Department by performing construction inspections and observations, thereby ensuring compliance with applicable codes and supporting timely project progression; and

**Whereas**, all associated fees for such third-party services will be funded through an escrow account established and maintained by the project applicant, NRP Group, ensuring that there will be no financial burden placed upon the City of Mount Vernon; and

**Whereas**, the Department of Buildings intends to issue a Request for Proposals (RFP) to solicit qualified firms or individuals to perform such inspection services, from which three eligible providers may be selected, subject to review and approval by the City Council and the Office of the Corporation Counsel; and

**Whereas**, the proposed process will not only support the current project at 115 South Macquesten Parkway, but also establish a framework to efficiently support future large-scale developments throughout the city; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Issue RFP.** The Department of Buildings is hereby authorized and directed to issue a Request for Proposals (RFP) for qualified third-party inspection agencies to perform construction inspections and observations for the 115 South Macquesten Parkway development and similar qualified projects.

**Section 2. Selection of Providers.** Upon evaluation of proposals submitted in response to the RFP, up to three qualified providers may be selected by the Department of Buildings, subject to the review and approval of the City Council and the Corporation Counsel.

AUG 13 2025

22  
NOT  
ADOPTED

**Section 3. Execution of Professional Services Agreement.** Following selection, the Mayor is hereby authorized to enter into a Professional Services Agreement, reviewed and approved by the Corporation Counsel, with one or more of the selected third-party inspection agencies for the purpose of conducting construction inspections and observations on the 115 South Macquesten Parkway project and other identified developments.

AUG 14 2025

28  
SPECIAL

**Section 4. Payment and Funding.** All costs and fees associated with the services of the third-party inspection agency shall be paid in full by the project applicant, NRP Group, through an escrow account established for this purpose. No City funds shall be expended in connection with the services authorized by this Ordinance.

**Section 5. Applicability to Future Projects.** The framework established under this Ordinance may be applied to future large-scale development projects in the City of Mount Vernon, provided that:

- Such projects meet the criteria to warrant third-party inspection assistance; and
- All inspection services are similarly paid for by the applicant or developer without cost to the City.

**Section 6. Effective Date.** This Ordinance shall take effect immediately upon its passage and approval by the City Council.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

  
Assistant Corporation Counsel

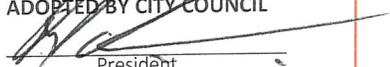
APPROVED

AUG 15 2025  
Date

  
BY Mayor

  
Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

  
President

ATTEST:  
  
City Clerk

AUG 13 2025

23

NOT

ADOPTED

AUG 14 2025

21

SPECIAL

AN ORDINANCE AUTHORIZING THE USE OF  
THIRD-PARTY BUILDING INSPECTORS TO  
ADDRESS THE BACKLOG OF BUILDING  
INSPECTIONS IN THE CITY OF MOUNT VERNON

Whereas, in correspondence dated July 10, 2025, the Commissioner of the Department of Buildings formally requested authorization for the Department of Buildings to implement a third-party building inspection program to address the current backlog of building inspections and to support timely enforcement of the Uniform Code; and

Whereas, the City of Mount Vernon is required to enforce the New York State Uniform Fire Prevention and Building Code (the "Uniform Code") and the New York State Energy Conservation Construction Code (the "Energy Code") pursuant to Title 19 of the New York Codes, Rules and Regulations (NYCRR); and

Whereas, the New York State Department of State (NYS DOS), following a formal audit requested by the City, issued a letter dated April 15, 2024, identifying deficiencies in the City's inspection and enforcement practices and recommending improvements, including resuming and implementing fire safety and property maintenance inspections for Public Assembly, Multiple Dwelling, and Nonresidential occupancies; and

Whereas, the City has responded in part by outsourcing Multiple Dwelling inspections, and the Department of Buildings provided temporary assistance with Public Assembly inspections until the Fire Department assumed responsibility as of February 2025; and

Whereas, as a result of the temporary reassignment of resources and continuing personnel shortages, the Department of Buildings currently faces a backlog exceeding 1,700 inspections; and

Whereas, Section 1203.2(d) of Title 19 NYCRR permits jurisdictions to contract with qualified third-party individuals or firms to carry out building safety inspections, provided such individuals meet qualification standards comparable to those under Part 1208 of Title 19; and

Whereas, third-party inspectors may not issue permits, certificates, orders, or other official documents, which must remain the responsibility of public officers of the authority having jurisdiction; and

Whereas, the City recognizes the urgent need to meet Uniform Code enforcement obligations and to provide timely inspections to the business community, property owners, and developers; and

Whereas, the City has successfully utilized third-party consultants in other disciplines including electrical, plumbing, and plan review, and wishes to extend this model temporarily and optionally to building inspections; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization.** The Department of Buildings ("DOB") is hereby authorized to implement a third-party building inspection program to address the current backlog of building inspections and to support timely enforcement of the Uniform Code.

**Section 2. Establishment of Third-Party Inspection Program.**

(a) The Commissioner of the Department of Buildings shall issue a Request for Qualifications (RFQ) for qualified third-party inspection providers.

(b) The City shall approve and maintain a list of no more than three (3) pre-qualified third-party inspectors or inspection firms to provide services under this program.

AUG 13 2025

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NOT

ADOPTED

(c) All third-party inspectors must meet or exceed the requirements of Part 1208 of Title 19 NYCRR and possess active certifications recognized by the State of New York.

**Section 3. Limitations on Authority.**

(a) Third-party inspectors may conduct field inspections and provide reports, but may not issue permits, certificates of occupancy, compliance, or any other official documents related to Code enforcement.

(b) All final approvals and enforcement actions shall remain the sole responsibility of City-authorized officers.

**Section 4. Program Structure and Implementation.**

(a) The third-party inspection program shall be implemented in two phases:

- Phase I (Backlog Phase): Constituents may elect to use third-party inspectors to expedite legacy inspections affected by the backlog.
- Phase II (Ongoing Optional Use): Upon reduction of the backlog to acceptable levels, the program will transition into an optional service available to all constituents for new inspections.

(b) The program shall be voluntary, and constituents may choose whether to utilize third-party inspection services or follow the standard scheduling process through the DOB.

(c) There shall be no cost to the City for third-party inspection services. All fees, if any, shall be arranged between the constituent and the approved inspection provider.

**Section 5. Reporting and Compliance.**

(a) All third-party inspectors must submit their reports using forms and formats approved by the Department of Buildings.

(b) The DOB shall retain oversight of all submitted reports and ensure enforcement actions, if required, are initiated appropriately.

(c) The Department shall annually review the performance of third-party providers and may remove or replace providers for cause.

**Section 6. Effective Date.** This Ordinance shall take effect immediately upon approval by the City Council and shall remain in effect unless repealed or amended by subsequent action of the City Council.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

AUG 15 2025

Date

BY

Mayor

Page | 2

21

Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk

AUG 13 2025

24

NOT

ADOPTED

AUG 14 2025

22

SPECIAL

AN ORDINANCE AUTHORIZING THE CONDEMNATION AND DISPOSAL OF OBSOLETE FIREFIGHTER PERSONAL PROTECTIVE EQUIPMENT

Whereas, in a letter dated July 17, 2025, the Commissioner of the Fire Department formally requested authorization for the Fire Department of the City of Mount Vernon to officially condemn, retire, and dispose of the firefighter personal protective equipment listed in the attached inventory, which is incorporated herein by reference; and

Whereas, the Fire Administration of the City of Mount Vernon has determined that certain firefighter personal protective equipment (PPE) is no longer serviceable due to damage, wear, or failure to meet the standards set forth in the National Fire Protection Association (NFPA) 1851 advanced inspection; and

Whereas, the NFPA and manufacturer guidelines recommend that firefighter PPE be removed from service after ten (10) years from the date of manufacture, regardless of condition; and

Whereas, the continued use of unserviceable PPE may pose a risk to the health and safety of firefighters and hinder the operational readiness of the Fire Department; and

Whereas, the Fire Administration has provided an inventory list of PPE proposed for condemnation and has recommended that this equipment be formally retired and properly disposed of in accordance with safety standards and departmental policy; Now, Therefore, Be It Resolved That

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

Section 1. Authorization to Condemn and Dispose. The City Council hereby authorizes the Fire Department of the City of Mount Vernon to officially condemn, retire, and dispose of the firefighter personal protective equipment listed in the attached inventory, which is incorporated herein by reference.

Section 2. Compliance with Standards. The Fire Department shall ensure that the condemnation and disposal of said equipment are conducted in compliance with all applicable safety standards, environmental regulations, and department policies.

Section 3. Effective Date. This Ordinance shall take effect immediately upon passage and approval by the City Council in accordance with the City Charter.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Browne: Absent  
Boxhill: Yea Poteat: Absent  
Gleason: Yea Thompson: Yea  
Ordinance Not Adopted

APPROVED AS TO FORM  
Assistant Corporation Counsel

APPROVED  
AUG 15 2025  
Date  
BY [Signature]  
Mayer

[Signature] Councilperson  
THIS ORDINANCE  
ADOPTED BY CITY COUNCIL  
[Signature] President  
ATTEST [Signature] City Clerk

22

AUG 13 2025

26

NOT ADOPTED

AN ORDINANCE AMENDING SECTION 243 OF THE MOUNT VERNON CITY CHARTER TO IMPOSE FINES ON UNLICENSED TOW TRUCK OPERATORS

Whereas, in correspondence dated August 4, 2025, the Commissioner of the Department of Public Safety formally requested authorization to amend Section 243 of the Mount Vernon Charter to establish fines for tow truck operators engaging in business within the City without the necessary license; and

Whereas, the City of Mount Vernon is committed to ensuring the safety, protection, and welfare of its residents and visitors; and

Whereas, the operation of unlicensed tow trucks within the City presents a serious threat to public safety, exposes consumers to potential fraud, excessive fees, and a lack of recourse for damage or misconduct; and

Whereas, licensing of tow truck operators serves to maintain industry standards, provide for regulatory oversight, and promote ethical and lawful conduct; and

Whereas, the Department of Public Safety has recommended the imposition of fines to deter and penalize unauthorized towing activity within the City of Mount Vernon; and

Whereas, the City Council finds it in the public interest to adopt appropriate penalties for violations of licensing requirements for tow truck operators to preserve the safety and rights of its citizens; Now, Therefore, Be It Resolved That

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

Section 1. Title. This ordinance shall be known as the "Unlicensed Tow Truck Operator Enforcement Ordinance."

Section 2. Amendment to City Charter. Section 243 of the Mount Vernon City Charter is hereby amended to add the following paragraph:

"Any person who violates the provisions of this section by operating a tow truck or engaging in towing activities within the City of Mount Vernon without a valid tow truck operator's license issued by the City shall be subject to a civil fine of not less than five thousand dollars (\$5,000) and not more than twenty thousand dollars (\$20,000) per violation. Additionally, the registered owner of any tow truck found operating in violation of this section shall be subject to a separate fine of not less than one thousand five hundred dollars (\$1,500) and not more than ten thousand dollars (\$10,000) per offense."

Section 3. Severability. If any section, clause, sentence, paragraph, or provision of this Ordinance shall be deemed invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

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

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Abstain Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

AUG 15 2025

Date

BY

Mayor

Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk

23

AUG 13 2025

27

NOT ADOPTED

AUG 14 2025

24

SPECIAL

**AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS WITHIN THE DEPARTMENT OF ASSESSMENT BUDGET TO COVER NECESSARY OVERTIME EXPENSES**

**Whereas**, in correspondence dated July 16, 2025, the Commissioner of the Department of Assessment formally requested authorization for the transfer of Three Thousand Dollars (\$3,000.00) from the Department of Assessment's Contracted Outside Services budget line A1355-405 to the Overtime budget line A1355-110; and

**Whereas**, the City of Mount Vernon Department of Assessment has determined that additional overtime was required to process the 2025 Enhanced STAR Eligibility Report to ensure that qualified residents receive STAR checks from New York State promptly; and

**Whereas**, sufficient funds are available within the Department of Assessment's Contracted Outside Services budget line (A1355-405) to cover this necessary overtime expense; and

**Whereas**, the transfer of these funds is necessary and in the best interest of the City of Mount Vernon and its residents; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization of Budget Transfer.** The City Council hereby authorizes the transfer of Three Thousand Dollars (\$3,000.00) from the Department of Assessment's Contracted Outside Services budget line A1355-405 to the Overtime budget line A1355-110.

**Section 2. Purpose of Transfer.** The funds transferred according to this Ordinance shall be used exclusively to cover overtime expenses incurred by the Department of Assessment for processing the 2025 Enhanced STAR Eligibility Report.

**Section 3. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Browne: Absent  
Poteat: Absent  
Gleason: Yea Ordinance Not Adopted  
Thompson: Yea

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED  
AUG 15 2025

Date

BY

Mayor

Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk

24

AUG 13 2025

28

ADOPTED

AUG 14 2025

25

SPECIAL

AN ORDINANCE AUTHORIZING THE ADOPTION OF A FUND BALANCE POLICY FOR THE CITY OF MOUNT VERNON

Whereas, by correspondence dated July 21, 2025, the Comptroller has formally requested that the City of Mount Vernon adopt the attached Fund Balance Policy, designated as Exhibit A, which is hereby incorporated by reference and made a part of this Ordinance as if fully set forth herein; and

Whereas, the City Council of the City of Mount Vernon ("the Council") recognizes the need to maintain the City's financial stability and protect its long-term fiscal health; and

Whereas, the unassigned fund balance is a critical measure of economic stability that provides a financial cushion against unforeseen revenue shortfalls, unexpected expenditures, and other financial risks; and

Whereas, the City's annual audits for 2018 and 2019 have indicated a steady decline in the fund balance over time; and

Whereas, the City Comptroller, in collaboration with the City's financial advisors, Capital Markets Advisors, LLC, has developed a comprehensive Fund Balance Policy (the "Policy") to establish clear guidelines for maintaining a prudent level of fund balance; and

Whereas, the adoption of this Policy will enhance the City's creditworthiness, support operational cash flow, and safeguard taxpayers against extraordinary or unexpected events; and

Whereas, the Council finds it necessary and appropriate to formally adopt this Policy and repeal any previous fund balance policies that may be inconsistent with the provisions herein; Now, Therefore, Be It Resolved That

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

Section 1. Adoption of Fund Balance Policy. The City of Mount Vernon hereby adopts the attached Fund Balance Policy, marked as Exhibit A, which is incorporated by reference and made a part of this Ordinance as if fully set forth herein.

Section 2. Purpose. The purpose of this policy is to establish a framework for maintaining a prudent level of unassigned fund balance to mitigate financial risks associated with revenue shortfalls, unexpected expenditures, and other emergencies or unforeseen events.

Section 3. Authority and Implementation. The City Comptroller, in consultation with the Mayor and the City Council, shall be responsible for implementing, monitoring, and conducting annual reviews of the Fund Balance Policy to ensure continued compliance and effectiveness.

Section 4. Repeal of Inconsistent Policies. Any and all prior ordinances, resolutions, or written policies of the City of Mount Vernon regarding fund balance that are inconsistent with this Ordinance are hereby repealed.

Section 5. Effective Date. This Ordinance shall take effect immediately upon approval and adoption by the City Council and following applicable laws of the State of New York.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED  
AUG 15 2025  
Date

BY [Signature] Mayor

[Signature] Councilperson  
THIS ORDINANCE  
ADOPTED BY CITY COUNCIL  
[Signature] President

ATTEST [Signature] City Clerk

25

AUG 13 2025

29

NOT

ADOPTED

AN ORDINANCE AUTHORIZING THE ADOPTION OF A DEBT MANAGEMENT POLICY FOR THE CITY OF MOUNT VERNON

Whereas, by correspondence dated July 21, 2025, the Comptroller has formally requested that the City of Mount Vernon adopt the attached Debt Management Policy, marked as Exhibit A and incorporated herein by reference as if fully set forth at length; and

Whereas, the City of Mount Vernon recognizes the importance of maintaining sound financial management practices and the prudent use of debt as a strategic tool for financing capital improvements; and

Whereas, the Comptroller has submitted a proposed Debt Management Policy (the "Policy") to the City Council to ensure that the City's debt issuance and management practices align with municipal finance best practices; and

Whereas, the Policy is designed to support the City's commitment to earning and maintaining the highest possible credit rating, while providing sufficient flexibility to meet current and future capital needs and ensure the sustainable delivery of public services; and

Whereas, the Council finds it necessary and in the best interest of the City and its residents to formally adopt the attached Debt Management Policy and repeal any previous Debt Management policies that are inconsistent with or superseded by this Policy; Now, Therefore, Be It Resolved That

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

Section 1. Adoption of Debt Management Policy. The City Council hereby adopts the attached Debt Management Policy, marked as Exhibit A and incorporated herein by reference as if fully set forth at length.

Section 2. Repeal of Prior Policies. All prior ordinances, resolutions, or policies relating to debt management that are inconsistent with or superseded by the newly adopted Debt Management Policy are hereby repealed.

Section 3. Implementation. The Comptroller and all relevant City officers and departments are hereby authorized and directed to take all necessary steps to implement and adhere to the provisions of the adopted Debt Management Policy.

Section 4. Effective Date. This Ordinance shall take effect immediately upon approval and adoption by the City Council and following applicable laws of the State of New York.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED  
AUG 15 2025  
Date

BY [Signature] Mayor

Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk

24

AUG 13 2025

30

NOT

ADOPTED

AUG 14 2025

27

**AN ORDINANCE AUTHORIZING ATTENDANCE AT THE NYCOM FALL 2025 TRAINING SCHOOL**

**Whereas**, by correspondence dated July 22, 2025, the Comptroller has formally requested authorization to attend the 2025 NYCOM Fall Training School from September 15 through September 19, 2025, in Lake Placid, New York; and

**Whereas**, the City Comptroller's Office has identified the 2025 NYCOM Fall Training School, scheduled for September 15 – 19, 2025, in Lake Placid, New York, as an important professional development opportunity; and

**Whereas**, Darren Morton has requested authorization to attend said Training School to participate in workshops essential to the City's fiscal status and future planning goals; and

**Whereas**, Darren Morton also serves on the Board of the New York State Society of Municipal Finance Officers as the designated cities representative, and such participation benefits the City of Mount Vernon; and

**Whereas**, the total cost for attendance, including the conference fee, hotel accommodations, and ground transportation, shall not exceed Two Thousand Dollars (\$2,000.00), which shall be charged to appropriation codes A1315.402 (Travel) and A1315.417 (Education/Training); **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Attend.** Darren Morton is hereby authorized to attend the 2025 NYCOM Fall Training School from September 15 through September 19, 2025, in Lake Placid, New York.

**Section 2. Funding.** The total expenses for registration, lodging, and ground transportation shall not exceed Two Thousand Dollars (\$2,000.00) and shall be paid from appropriation codes A1315.402 (Travel) and A1315.417 (Education/Training).

**Section 3. Effective Date.** This Ordinance shall take effect immediately upon approval by the Board of Estimate & Contract.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Potreat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Potreat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

AUG 15 2025

Date

BY

Mayor

Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST

City Clerk

27

AUG 13 2025

31

**AN ORDINANCE AUTHORIZING THE  
ADOPTION OF A TRAVEL AND EXPENSE  
POLICY FOR THE CITY OF MOUNT VERNON**

**NOT  
ADOPTED**

AUG 14 2025

28

**SPECIAL**

**Whereas**, in correspondence dated August 5, 2025, the Comptroller formally requested authorization for the City Council to adopt the City of Mount Vernon Travel and Expense Policy, attached hereto as Exhibit A, as the official policy governing the incurrence, approval, reimbursement, and documentation of travel and related expenses for all City officials, employees, and authorized individuals; and

**Whereas**, Section 91 of the Mount Vernon City Charter entrusts the City Comptroller with the supervision of the City's financial affairs, including the authority to establish rules, regulations, and practices for the organization and regulation of fiscal operations; and

**Whereas**, the Comptroller is further authorized to define the financial responsibilities and authority of City staff and elected officials to ensure sound financial management and operational accountability; and

**Whereas**, the City recognizes that elected and appointed officials, employees, volunteers, board members, commissioners, and at times, members of the public, may incur reasonable and necessary expenses while conducting official City business; and

**Whereas**, the establishment of a comprehensive Travel and Expense Policy will serve to standardize procedures, ensure compliance with applicable laws, support efficient use of City resources, and enhance transparency and accountability in the management of travel-related expenses; and

**Whereas**, the proposed Travel and Expense Policy provides clear guidance regarding the authorization and approval of travel, reimbursement procedures, advances, required documentation, and applicability to all City-affiliated individuals; and

**Whereas**, it is in the best interest of the City to adopt a uniform and enforceable policy that reflects best practices in public sector financial administration; **Now, Therefore, Be It Resolved That**

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

**Section 1. Policy Adoption.** The City Council hereby adopts the City of Mount Vernon Travel and Expense Policy, attached hereto as Exhibit A, as the official policy governing the incurrence, approval, reimbursement, and documentation of travel and related expenses for all City officials, employees, and authorized individuals.

**Section 2. Applicability.** This policy shall apply to:

- Elected and appointed officials;
- All full-time and part-time City employees;
- Members of boards, commissions, and advisory committees;
- Volunteers and other individuals authorized to incur expenses while conducting official City business.

**Section 3. Authority and Oversight.** Pursuant to Section 91 of the City Charter:

- The Comptroller shall have the authority to implement, monitor, and enforce the Travel and Expense Policy.
- The Comptroller may issue supplemental procedures, forms, and clarifications consistent with the adopted policy.

AUG 13 2025

JH

NOT  
ADOPTED

AUG 14 2025

28

**Section 4. Reimbursement and Advances.** All reimbursements and advances under this policy shall be subject to:

- Prior written authorization;
- Submission of required documentation;
- Review for compliance with policy terms;
- Availability of budgeted funds.

**Section 5. Amendments.** This policy may be amended from time to time by ordinance of the City Council upon recommendation by the Comptroller or other authorized official, to reflect changes in law, best practices, or operational needs.

**Section 6. Severability.** If any section, clause, or provision of this Ordinance or the attached policy is determined to be invalid or unenforceable, such determination shall not affect the validity of the remaining provisions.

**Section 7. Effective Date.** This Ordinance shall take effect immediately upon its adoption by the City Council and subsequent approval by the Board of Estimate and Contract.

SPECIAL

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED  
AUG 15 2025

Date

Mayor

*J. S. Burkett*  
Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

ATTEST:

*Micole Bonilla*  
City Clerk

AUG 13 2025

32

NOT ADOPTED

AN ORDINANCE AUTHORIZING THE EXTENSION OF THE AGREEMENT WITH CAPITAL MARKETS ADVISORS, LLC FOR FINANCIAL STRATEGIC PLANNING SERVICES AND AUTHORIZING A RELATED BUDGET TRANSFER

Whereas, in correspondence dated August 5, 2025, the Comptroller formally requested authorization for the Comptroller to extend the City's agreement with Capital Markets Advisors, LLC to provide the additional financial strategic planning services described herein; and

AUG 14 2025

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Whereas, the City of Mount Vernon has engaged Capital Markets Advisors, LLC as its financial advisor for over a decade, benefiting from their technical expertise and guidance on a wide range of fiscal matters; and

SPECIAL

Whereas, ongoing financial challenges, evolving economic conditions, and the recommendations outlined in the recent audit report by the New York State Office of the State Comptroller underscore the urgent need for a comprehensive, strategic approach to long-term financial planning; and

Whereas, the Comptroller recommends extending the City's agreement with Capital Markets Advisors, LLC to provide expanded financial advisory services to include:

- 1. Preparation of a Fiscal Conditions Analysis, including cost-saving strategies and sustainability benchmarks;
2. Development of a Multi-Year Financial Plan; and
3. Design of a Retirement/Separation Incentive Plan to address structural workforce costs; and

Whereas, these deliverables are essential to improving the City's fiscal health, enabling better forecasting, enhancing budgeting discipline, and supporting informed decision-making; and

Whereas, compensation for these services is proposed in the total amount of Forty-Five Thousand Nine Hundred Dollars (\$45,900), payable in three installments of Fifteen Thousand Three Hundred Dollars (\$15,300) on September 15, 2025, November 15, 2025, and upon delivery of the final plans; and

Whereas, funding for these services will be drawn from Budget Line A1315.405 - Contracted Services, with an accompanying budget transfer of Fifteen Thousand Dollars (\$15,000) from A1316.498 - C.P.A. Audit Fees to A1315.405 - Contracted Services to support this engagement; Now, Therefore, Be It Resolved That

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

Section 1. Authorization to Extend Agreement. The Comptroller is hereby authorized to extend the City's agreement with Capital Markets Advisors, LLC to provide the additional financial strategic planning services described herein.

Section 2. Scope of Services. The services shall include:

- (a) Preparation of a Fiscal Conditions Analysis, including cost-saving strategies and sustainability benchmarks;
(b) Development of a Multi-Year Financial Plan; and
(c) Design of a Retirement/Separation Incentive Plan to address structural workforce costs.

AUG 13 2025

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NOT ADOPTED

AUG 14 2025

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**Section 3. Compensation.** Capital Markets Advisors, LLC shall be compensated in the total amount of Forty-Five Thousand Nine Hundred Dollars (\$45,900), payable in three installments as follows:

- \$15,300 due September 15, 2025;
- \$15,300 due November 15, 2025;
- \$15,300 due upon delivery of the final plans.

**Section 4. Funding Source.** The expenditure shall be charged to Budget Line A1315.405 – Contracted Services. A budget transfer of Fifteen Thousand Dollars (\$15,000) is hereby authorized from Budget Line A1316.498 – C.P.A. Audit Fees to Budget Line A1315.405 – Contracted Services.

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

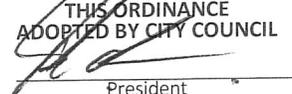
SPECIAL

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Browne: Absent  
Gleason: Yea  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM  
  
Assistant Corporation Counsel

AUG 13 2025  
Date  
  
Mayor

  
Councilperson  
THIS ORDINANCE  
ADOPTED BY CITY COUNCIL  
  
President

ATTEST:  
  
City Clerk

AUG 13 2025

33

NOT

ADOPTED

**AN ORDINANCE AUTHORIZING THE ISSUANCE  
OF A REQUEST FOR PROPOSALS/QUALIFICATIONS  
(RFP/Q) FOR A CONSULTANT TEAM TO  
IMPLEMENT THE “INNOVATIVE FINANCE AND  
ASSET MANAGEMENT INITIATIVE” UNDER  
REFERRAL #COMP2025-15**

AUG 14 2025

JR

SPECIAL

**Whereas**, in correspondence dated August 8, 2025, the Comptroller formally requested authorization for the Office of the Comptroller, in coordination with the Mayor’s Office and other relevant City departments, to prepare and issue a formal Request for Proposals/Qualifications (RFP/Q) seeking consultant teams with expertise in real estate, economic development, and public/private partnership structuring to support the Innovative Finance and Asset Management Initiative; and

**Whereas**, the City of Mount Vernon seeks to improve the management and strategic use of its real property assets for the benefit of the community; and

**Whereas**, the City has received funding through the United States Department of Transportation’s \$1,000,000 Innovative Finance & Asset Concession Grant Program to support the “Innovative Finance and Asset Management Initiative”; and

**Whereas**, the Initiative will engage qualified consultant teams composed of experienced real estate, economic, and development professionals to provide specialized advisory services to the City; and

**Whereas**, the selected consultant team will assist in developing several public/private partnerships (P3) and in undertaking pre-construction processes to identify and prioritize viable projects; and

**Whereas**, these consultant services will include, but not be limited to:

1. Soliciting and negotiating asset concessions, including hiring staff to manage these and other related efforts;
2. Conducting financial analyses related to concessions, public debt, and procurement opportunities;
3. Evaluating options for the structure and use of funds from asset concession payments;
4. Evaluating and presenting project risks and benefits for public accountability;
5. Identifying best practices to protect the public interest and advance environmental and social equity priorities; and
6. Identifying best practices for facilitating and enhancing public transit use and access as it relates to the City’s assets; and

**Whereas**, the City Council finds it in the best interest of the City of Mount Vernon to authorize the issuance of a Request for Proposals/Qualifications to secure such consultant services; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Issue RFP/Q.** The City Council hereby authorizes the Office of the Comptroller, in coordination with the Mayor’s Office and other relevant City departments, to prepare and issue a formal Request for Proposals/Qualifications (RFP/Q) seeking consultant teams with expertise in real estate, economic development, and public/private partnership structuring to support the Innovative Finance and Asset Management Initiative.

AUG 13 2025

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NOT ADOPTED

AUG 14 2025

JQ

SPECIAL

**Section 2. Scope of Work.** The RFP/Q shall outline the scope of work, which shall include, but not be limited to:

- (a) Soliciting and negotiating asset concessions;
- (b) Conducting financial analyses related to asset concessions, public debt, and procurement opportunities;
- (c) Evaluating options for structuring and utilizing asset concession payment funds;
- (d) Evaluating and presenting project risks and benefits transparently;
- (e) Identifying best practices to protect public interest while advancing environmental and social equity goals;
- (f) Identifying and recommending measures to facilitate public transit usage and access in relation to City assets.

**Section 3. Funding Source.** The services authorized under this Ordinance shall be funded through the \$1,000,000 Innovative Finance & Asset Concession Grant Program award from the United States Department of Transportation.

**Section 4. Implementation.** The Comptroller and Mayor are authorized to take all necessary steps to advertise, receive, evaluate, and recommend proposals for selection, and to report the results to the City Council for final approval of a contract award.

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

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Abstain Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED  
AUG 15 2025  
Date

Mayor

Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk

AUG 13 2025

34

NOT

ADOPTED

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT AMENDMENT WITH THE CITIES FOR FINANCIAL EMPOWERMENT FUND TO INCORPORATE LEGACY PLANNING SERVICES IN THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER

AUG 14 2025

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SPECIAL

Whereas, in correspondence dated August 4, 2025, the Commissioner of the Department of Planning & Community Development formally requested authorization for the Mayor to execute the "First Grant Amendment," dated June 1, 2025, with the Cities for Financial Empowerment Fund, amending the original FEC Implementation Grant Agreement dated February 1, 2024, to incorporate Legacy Planning Services into the Mount Vernon Financial Empowerment Center; and

Whereas, the City of Mount Vernon previously entered into a Financial Empowerment Center (FEC) Implementation Grant Agreement with the Cities for Financial Empowerment Fund (CFE Fund) on February 1, 2024, to provide free, professional financial counseling to city residents; and

Whereas, the CFE Fund has issued a proposed First Grant Amendment to the aforementioned agreement, dated June 1, 2025, to expand the scope of services offered at the Mount Vernon FEC to include Legacy Planning services; and

Whereas, this amendment provides an additional Fifty Thousand Dollars (\$50,000) in grant funding, to be deposited under Revenue Code A2705.1 "Gifts and Donations," to support the integration of Legacy Planning into the City's FEC programming; and

Whereas, the amendment includes an extension of the contract term through May 31, 2027, updates to the Scope of Work, Model, and Budget Exhibits (B, C, and D), and a revised disbursement schedule of \$25,000 in Year 1 and \$25,000 in Year 2; and

Whereas, the inclusion of Legacy Planning services—such as wills, beneficiary designations, estate planning education, and intergenerational wealth preservation—aligns with the City's objectives to promote financial stability and empower residents with future planning tools; and

Whereas, the City Council deems it in the best interest of the residents of Mount Vernon to authorize the Mayor to enter into the First Grant Amendment to facilitate these services; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization to Execute Contract Amendment.** The Mayor of the City of Mount Vernon is hereby authorized to execute the First Grant Amendment, dated June 1, 2025, with the Cities for Financial Empowerment Fund, amending the existing Financial Empowerment Center Implementation Grant Agreement originally dated February 1, 2024.

**Section 2. Purpose of Amendment.** The purpose of the amendment is to integrate Legacy Planning services into the Financial Empowerment Center, including but not limited to estate planning education, will and beneficiary designation support, and other intergenerational wealth preservation services.

**Section 3. Grant Funding and Budgeting.** The additional grant funding of Fifty Thousand Dollars (\$50,000) shall be deposited in Revenue Code A2705.1 "Gifts and Donations" and shall be appropriated in accordance with the updated Scope of Work and Budget provided in the amendment.

AUG 13 2025

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**Section 4. Term Extension and Disbursement Schedule.** The term of the contract shall be extended through May 31, 2027, with a disbursement schedule of \$25,000 in Year 1 (June 2025–May 2026) and \$25,000 in Year 2 (June 2026–May 2027), subject to performance-based benchmarks and documentation requirements as detailed in the amendment.

**Section 5. Effective Date.** This ordinance shall take effect immediately upon approval by the Board of Estimate and Contract.

NOT  
ADOPTED

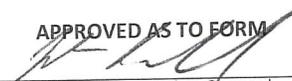
AUG 14 2025

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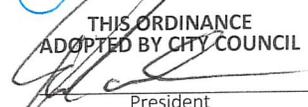
SPECIAL

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM  
  
Assistant Corporation Counsel

APPROVED  
AUG 15 2025  
Date  
  
BY \_\_\_\_\_  
Mayor

  
Councilperson  
THIS ORDINANCE  
ADOPTED BY CITY COUNCIL  
  
President  
ATTEST:  
  
City Clerk

AUG 13 2025

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NOT  
ADOPTED

AUG 14 2025

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SPECIAL

**AN ORDINANCE AUTHORIZING THE MAYOR TO  
ENTER INTO A MEMORANDUM OF UNDERSTANDING  
WITH MOUNT VERNON UNITED TENANTS FOR THE  
INSTALLATION OF A CITY RESOURCE KIOSK**

**Whereas**, in correspondence dated August 8, 2025, the Commissioner of the Department of Planning & Community Development formally requested authorization for the Mayor to enter into a Memorandum of Understanding (MOU) with Mount Vernon United Tenants (MVUT) to facilitate the installation, maintenance, and operation of a City Resource Kiosk at the MVUT facility, under the terms and conditions substantially outlined in the attached MOU, subject to such minor modifications as the Mayor may deem appropriate and in the best interest of the City; and

**Whereas**, the City of Mount Vernon is committed to expanding equitable access to essential City services for all residents; and

**Whereas**, Mount Vernon United Tenants (MVUT) operates a facility serving the local community and has expressed a willingness to host a City-operated Resource Kiosk; and

**Whereas**, the proposed electronic kiosk will serve as a one-stop access point for residents to connect with a wide range of resources and programs, including but not limited to:

- Filing housing and quality-of-life complaints;
- Accessing senior services and benefits;
- Exploring youth and recreation opportunities; and
- Learning about veterans' programs and support services; and

**Whereas**, the Memorandum of Understanding (MOU) between the City and MVUT outlines the mutual responsibilities for installation, maintenance, and access to the kiosk, with the City to install and maintain the kiosk at its own expense and MVUT to host the kiosk and provide reasonable access for City maintenance and support personnel; and

**Whereas**, there will be no additional cost to the City for the purchase of the kiosk, as the kiosks were previously acquired through grant funds, and the smart tablet will be provided by the Department of Management Services from existing inventory; and

**Whereas**, the kiosk will remain the sole property of the City of Mount Vernon; and

**Whereas**, the City Council finds that entering into this MOU will enhance service delivery and strengthen connections between City government and the community; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization.** The Mayor is hereby authorized to enter into a Memorandum of Understanding with Mount Vernon United Tenants (MVUT) to facilitate the installation, maintenance, and operation of a City Resource Kiosk at the MVUT facility, under the terms and conditions substantially outlined in the attached MOU, subject to such minor modifications as the Mayor may deem appropriate and in the best interest of the City.

AUG 13 2025

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NOT

ADOPTED

AUG 14 2025

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SPECIAL

**Section 2. Responsibilities.** Under the MOU:

- (a) The City shall install and maintain the kiosk at its own expense.
- (b) MVUT shall host the kiosk and provide reasonable access for City maintenance and support personnel.
- (c) The kiosk shall remain the sole property of the City of Mount Vernon.

**Section 3. Funding.** No additional City funds shall be required for the purchase of the kiosk or tablet, as the kiosk has already been acquired through grant funding and the tablet shall be provided from existing City inventory.

**Section 4. Severability.** If any clause, sentence, paragraph, subdivision, or part of this Ordinance or the application thereof to any person, firm, or corporation, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder of this Ordinance.

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

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED  
AUG 15 2025

Date

BY

Mayor

Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk

AUG 13 2025

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NOT

ADOPTED

AUG 14 2025

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SPECIAL

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH WESTCHESTER NEIGHBORHOOD HEALTH CENTER FOR THE INSTALLATION OF A CITY RESOURCE KIOSK AT THEIR MOUNT VERNON FACILITY**

**Whereas**, in correspondence dated August 8, 2025, the Commissioner of the Department of Planning & Community Development formally requested authorization for the Mayor to enter into a Memorandum of Understanding (MOU) with Westchester Neighborhood Health Center to install a City Resource Kiosk at WNHC’s Mount Vernon facility, substantially in the form attached hereto, subject to such modifications as may be deemed necessary by Corporation Counsel; and

**Whereas**, the City of Mount Vernon is committed to expanding equitable access to essential municipal services for all residents; and

**Whereas**, the Westchester Neighborhood Health Center (WNHC) has offered to partner with the City by hosting a City-operated Resource Kiosk at its Mount Vernon facility; and

**Whereas**, the proposed electronic kiosk will serve as a one-stop access point for residents to connect with a wide range of City resources and programs, including but not limited to:

- Filing housing and quality-of-life complaints;
- Accessing senior services and benefits;
- Exploring youth and recreation opportunities; and
- Learning about veterans’ programs and support services; and

**Whereas**, under the proposed Memorandum of Understanding (MOU), the City will be responsible for the installation and maintenance of the kiosk at its own expense, with the kiosk remaining the property of the City; and

**Whereas**, WNHC will host the kiosk and provide reasonable access for City maintenance and support personnel, at no additional cost to the City; and

**Whereas**, the kiosks were purchased with grant funds, and the smart tablet for operation will be provided from the Department of Management Services’ existing inventory, thus incurring no new expense to the City; and

**Whereas**, this partnership will bring municipal government resources closer to the community and improve service delivery for Mount Vernon residents; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization.** The Mayor is hereby authorized to enter into a Memorandum of Understanding (MOU) with Westchester Neighborhood Health Center to install a City Resource Kiosk at WNHC’s Mount Vernon facility, substantially in the form attached hereto, subject to such modifications as may be deemed necessary by Corporation Counsel.

**Section 2. Responsibilities.** Under the MOU, the City shall:

- (a) Install and maintain the kiosk at its own expense;
- (b) Provide the smart tablet from the Department of Management Services’ existing inventory; and
- (c) Retain ownership of the kiosk and its equipment.

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NOT ADOPTED

WNHC shall:

- (a) Host the kiosk at its facility; and
  - Provide reasonable access to City personnel for maintenance and support.

**Section 3. Purpose.** The purpose of the City Resource Kiosk is to enhance public access to City services, provide residents with direct digital access to essential programs, and promote government outreach through convenient, community-based engagement.

**Section 4. No Additional Fiscal Impact.** This initiative shall have no additional fiscal impact on the City budget, as the kiosk equipment was purchased with grant funds, and the smart tablet will be supplied from existing City resources

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

AUG 14 2025

33

SPECIAL

Vote Taken as Follows: 8/14/25 spec  
 Boxhill: Yea Gleason: Yea  
 Poteat: Absent Thompson: Yea  
 Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
 Boxhill: Yea Browne: Absent  
 Gleason: Yea Poteat: Absent  
 Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED  
AUG 15 2025  
Date

Mayor

Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST

City Clerk

AUG 13 2025

37

NOT  
ADOPTED

**AN ORDINANCE AUTHORIZING THE OFFICE OF  
THE COMPTROLLER TO ESTABLISH A CUSTODIAL  
ACCOUNT FOR 55 PONDFIELD PARKWAY TO  
SUPPORT PLANNING BOARD CONSULTANT SERVICES**

**Whereas**, in correspondence dated August 13, 2025, the Legislative Assistant to the City Council formally requested authorization for the Office of the City Comptroller to establish a custodial account to manage funds associated with the Planning Board review of the subdivision application at 55 Pondfield Parkway; and

**Whereas**, the City of Mount Vernon, through its Planning Board, is currently reviewing a subdivision application for the property located at 55 Pondfield Parkway; and

**Whereas**, in order to facilitate a comprehensive and expert evaluation of the application, the Planning Board requires the services of a qualified consultant; and

**Whereas**, the firm LaBella has prepared a scope of work to support the Planning Board's review and is poised to begin upon authorization and funding; and

**Whereas**, the establishment of a custodial account by the Office of the City Comptroller is necessary to manage funds deposited for such consulting services in accordance with applicable City policies and procedures; and

**Whereas**, said custodial account shall be used exclusively for the purpose of funding the professional services required for the review of the 55 Pondfield Parkway application and any future disbursements directly related to this project; and

**Whereas**, the City Council deems it in the best interest of the City and the Planning Board to authorize the creation of such a custodial account to ensure transparency, accountability, and compliance with all fiscal requirements; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization.** The City Council hereby authorizes the Office of the City Comptroller to establish a custodial account to manage funds associated with the Planning Board review of the subdivision application at 55 Pondfield Parkway.

**Section 2. Purpose of Account.** The custodial account shall be utilized exclusively to:

- Retain and compensate a professional consultant and/or expert to assist the Planning Board in evaluating the subdivision application;
- Disburse funds in accordance with approved invoices submitted by the consultant (LaBella) for services rendered;
- Ensure all financial activities related to this project are conducted in accordance with City fiscal policies and procedures.

**Section 3. Project Identification.** This custodial account shall be designated specifically for the project known as:

55 Pondfield Parkway  
Applicant: Dan Amicucci  
Email: [dan@designbldr.com](mailto:dan@designbldr.com)  
Phone: 914-907-3940

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AUG 1 3 2025

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NOT

ADOPTED

**Section 4. Administration.** The custodial account shall be administered by the Office of the City Comptroller in coordination with the Department of Planning & Community Development and the Planning Board. No disbursement shall be made without proper documentation and authorization.

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

AUG 1 4 2025

34

SPECIAL

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Poteat: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Poteat: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED  
AUG 1 5 2025

Date

BY *[Signature]*  
Mayor

*[Signature]*  
Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

*[Signature]*  
President

ATTEST:

*[Signature]*  
City Clerk

AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF A CUSTODIAL ACCOUNT FOR THE SENTINEL ON THIRD PROJECT

Whereas, in correspondence dated August 8, 2025, the City Clerk formally requested authorization for the Office of the City Comptroller to establish a custodial account to hold funds related to the Sentinel on Third development project; and

Whereas, the City of Mount Vernon recognizes the importance of effective fiscal management and oversight in relation to development projects within the City; and

Whereas, the developer of the project known as "Sentinel on Third" is required to complete a formal presentation to the City Council and submit a full application as part of the City's development review process; and

Whereas, the City requires reimbursement for attorney fees associated with the legal review and advisory services related to this development; and

Whereas, the Office of the City Comptroller has determined that the establishment of a custodial account is the most efficient means to hold and manage such funds in compliance with City requirements; and

Whereas, the creation of this custodial account will streamline the onboarding process for the Sentinel on Third project and facilitate a smooth transition into the City Council review phase once the developer is prepared to move forward; Now, Therefore, Be It Resolved That

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

Section 1. Authorization to Establish Custodial Account. The Office of the City Comptroller is hereby authorized and directed to establish a custodial account to hold funds related to the Sentinel on Third development project.

Section 2. Purpose of the Custodial Account. The custodial account shall serve as a temporary holding account until:

- 1. The developer has successfully completed their required presentation to the City Council;
2. The developer has submitted a complete and proper application in accordance with City requirements; and
3. The City has received reimbursement for all attorney fees associated with the development review.

Section 3. Administration of Funds. The Office of the City Comptroller shall manage and account for all funds deposited into the custodial account in accordance with applicable City policies, State laws, and generally accepted accounting principles.

Section 4. Disbursement of Funds. No funds shall be released from the custodial account until all conditions outlined in Section 2 have been met, and any disbursement shall be authorized in writing by the Comptroller in consultation with the City's Corporation Counsel.

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

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED AUG 15 2025 Date

BY

Mayor

Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST

City Clerk

Vote Taken as Follows: 8/14/25 spec
Boxhill: Yea Gleason: Yea
Poteat: Absent Thompson: Yea
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25
Boxhill: Yea Browne: Absent
Gleason: Yea Poteat: Absent
Thompson: Yea Ordinance Not Adopted

AUG 13 2025

48

NOT ADOPTED

AUG 14 2025

35

SPECIAL