

City of Mount Vernon, New York

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



Referral Packet - Final

Wednesday, February 11, 2026

7:00 PM

**CITY COUNCIL CHAMBERS
CITY HALL**

City Council

*NICOLE BONILLA, MBA
City Clerk*

*JORDAN A. RIULLANO, JD
Deputy City Clerk*

**A REGULAR MEETING OF THE CITY OF THE MOUNT VERNON CITY COUNCIL
HELD ON WEDNESDAY, FEBRUARY 11, 2026.**

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

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

PRESIDING: Derrick Thompson, President

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

CALL TO ORDER / PLEDGE OF ALLEGIANCE

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

AWARDS / PRESENTATIONS

PUBLIC COMMENT

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. Department of Public Works: An Ordinance Amending Chapter 140 - Garbage, Rubbish and Refuse, Article I - Garbage and Rubbish Collection, §140-6 entitled Penalties for Offenses of the Code of the City of Mount Vernon

Code: LPW

Attachments: [DPW 1.29.26 140_6 Code Amendment](#)

2. Department of Public Works: An Ordinance Amending Chapter 140-24 of the Code of the City of Mount Vernon Relating to Unauthorized Dumping; Fines

Code: LPW

Attachments: [DPW 1.29.26 140_24 Code Amendment](#)

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3. Department of Public Works: An Ordinance Amending Article I - Preservation of Good Order, Chapter 191 - Peace and Good Order, §191-3(D) - Littering; Fine of the Code of the City of Mount Vernon to Revise the Fine Schedule for Littering Violations
Code: LPW
Attachments: [DPW 1.29.26 191_3 Code Amendment](#)

 4. Department of Public Works: An Ordinance Amending Article VIII - Street and Sidewalk Obstructions, §227-38 - Permit Required; Exception - Penalty Provision Added) of the Code of the City of Mount Vernon
Code: LPW
Attachments: [DPW 1.29.26 227_38 Code Amendment](#)

 5. Department of Public Works: An Ordinance Amending Chapter 227, §227-55 of the Code of the City of Mount Vernon (Driving Vehicles Over Sidewalks - Added Penalty Provision)
Code: LPW
Attachments: [DPW 1.29.26 227_55 Code Amendment](#)

 6. Department of Public Works: An Ordinance Amending Chapter 227, §227-56 of the City Code of the City of Mount Vernon, entitled "Removal of Snow and Ice"
Code: LPW
Attachments: [DPW 1.29.26 226_56 Code Amendment](#)

 7. City Council: A Local Law Amending the City Charter to Codify the Positions of Chief of Staff and Deputy Chief of Staff within the Office of the Mayor
Code: LPW
Attachments: [Chief of Staff and Deputy Chief of Staff Local Law](#)

 8. City Council: A Local Law Amending the City Charter Regarding the Composition of the Capital Projects Board
Code: LPW
Attachments: [Local Law for Capital Projects Board](#)

9. City Clerk: A Resolution Establishing the Standard Workdays and Reporting Guidelines for Elected and Appointed Officials

Code: LPW

Attachments: [Resolution Standard Work Day and ROA 2025](#)

To the Council:

HUMAN RESOURCES

No Items

To the Council:

PUBLIC SAFETY AND CODES

10. City Council: Local Law No. __ of 2026 - A Local Law Amending the Vehicle and Traffic Law Authorizing the City of Mount Vernon to Establish a Traffic-Control Signal Photo Monitoring Demonstration Program

Code: PSC

Attachments: [Local Law for Red Light Cameras](#)

To the Council:

FINANCE AND PLANNING

11. Department of Planning and Community Development: An Ordinance Authorizing the Collection of Parking Fee-In-Lieu Payments Associated with Parking Variances Pending the Adoption of a New Zoning Ordinance

Code: FP

Attachments: [Referral Letter parking in lieu for cc final-501](#)
[2.2.26](#)
[Zoning 267 - Multi-family parking requirement](#)

12. Real Estate Committee: An Ordinance Rescinding the Recommendation for the Sale of Certain City-Owned Property Located at 328 South 1st Avenue, Mount Vernon, New York - (Parcel ID: 169.31.3120.01)

Code: FP

Attachments: [Rescind ltr 328 South 1st Avenue. 2nd 2026](#)

13. Real Estate Committee: An Ordinance Authorizing the Sale and Conveyance of City-Owned Property Located at 328 South 1st Avenue, Mount Vernon, New York - (Parcel ID: 169.31.3120.01)
- Code:** FP
- Attachments:** [Recommendation ltr 328 South 1st Avenue.2nd 2026](#)
14. City Council: A Local Law Authorizing the Amendment of the City Charter Regarding Budget Schedule
- Code:** FP
- Attachments:** [Budget Schedule Local Law](#)
15. City Council: Local Law No. __ of 2026 - A Local Law Amending Article XV of the Charter of the City of the City of Mount Vernon to Establish an Installment Payment Plan for Delinquent Property Taxes
- Code:** FP
- Attachments:** [Local Law for Tax installment Plans](#)

ADD-ON

LEGISLATION AND PUBLIC WORKS

16. Department of Public Works: An Ordinance Authorizing the Transfer and Consolidation of One (1) Senior Account Clerk Position and One (1) Secretary Position into the Title of Assistant Commissioner of Public Works, Amending the 2026 Fiscal Year Salary Schedule, and Granting a Leave of Absence
- Code:** LPW
- Attachments:** [City Council Referral Letter - Ms. Lomari Payne - Assistant Commissioner - Revised - February 5, 2026](#)
[ASSISTANTCOMMISSIONEROFPUBLICWORKSJOBSPEC](#)

17. Department of Public Works / Office of the Mayor: An Ordinance Authorizing the Transfer of the Title of Chief of Infrastructure and Capital Improvements, Amending the 2026 Fiscal Year Budget, and Providing for Funding and Salary Adjustment

Code: LPW

Attachments: [City Council Referral Letter - Chief of Infrastructure - February 9 2026](#)
[Chief of Infrastructure and Capital Improvements Specs](#)

18. Department of Public Works: An Ordinance Authorizing the Transfer of One (1) Code Enforcement Officer Position to the Title of Code Enforcement Coordinator within the Department of Public Works, Approving a Budget Transfer, Amending the 2026 Fiscal Year Salary Schedule, and Granting a Leave of Absence

Code: LPW

Attachments: [City Council Referral Letter - Mr. Jawwad Abdul-Halim - Code Enforcement Coordinator - Revised - February 5 2026](#)
[CODEENFORCEMENTCOORDINATORJOB SPEC2026](#)

OTHER BUSINESS/CLOSING COMMENTS



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1914
A

Agenda Date: 2/11/2026

Agenda #: 1 -

City Council:

AN ORDINANCE AMENDING CHAPTER 140 - GARBAGE, RUBBISH, AND REFUSE, ARTICLE I - GARBAGE AND RUBBISH COLLECTION, §140-6 - PENALTIES FOR OFFENSES OF THE CODE CITY OF MOUNT VERNON

WHEREAS, in correspondence dated January 29, 2026, the Commissioner of the Department of Public Works formally requested authorization to amend Chapter 140, §140-6 of the Code of the City of Mount Vernon, the existing penalty provision in its entirety, and to adopt new language in its place; and

WHEREAS, Chapter 140 of the Code of the City of Mount Vernon governs the regulation of garbage, rubbish, refuse, and related receptacles within the City; and

WHEREAS, §140-6 of said Chapter currently provides for a broad fine range for violations, without distinguishing penalties based on repeat offenses; and

WHEREAS, the Department of Public Works has determined that a defined, graduated penalty structure will promote consistency in enforcement and enhance compliance with the City's sanitation regulations; and

WHEREAS, establishing escalating penalties for repeat violations will provide clear notice to violators and support the effective administration of the Code;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON:

Section 1. Amendment of City Code. Chapter 140, §140-6 of the Code of the City of Mount Vernon is hereby amended to delete the existing penalty provision in its entirety and to adopt the following new language in its place.

Section 2. Repeal of Existing Language. The following language of Chapter 140, §140-6 is hereby repealed:

[Any person who shall violate any of the provisions of this article or rules promulgated by the Commissioner pursuant to this article shall, on conviction thereof, be subject to a fine of not less than one hundred dollars (\$100) nor more than one thousand dollars (\$1,000).]

Section 3. Adoption of New Penalty Schedule. Chapter 140, §140-6 shall be amended to read as follows:

§140-6. Penalties. Any person who shall violate any provision of this article or any rule promulgated by the Commissioner pursuant to this article shall, upon conviction, be subject to the following fines:

- (1) **First offense:** One hundred dollars (\$100);

(2) **Second offense:** Five hundred dollars (\$500);

(3) **Third and each subsequent offense:** One thousand dollars (\$1,000).

Section 4. Severability. If any clause, sentence, paragraph, subdivision, section, 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 5. Effective Date. This amendment shall take effect immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract.

New Matter Underlined
Deleted Matter in Brackets []



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

RYAN ULRICH
Deputy Commissioner

January 29th, 2025

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

Re: Amendment to City Code Chapter 140-2 (Receptacles)

Dear Honorable City Council Members:

The Department of Public Works respectfully submits for your consideration a proposed amendment to Chapter 140, §140-6 of the City Code to revise the penalty schedule for violations of the garbage, rubbish, and refuse regulations.

The current code provides a broad fine range. The proposed amendment replaces that range with a defined, graduated structure based on repeat offenses. This change is intended to support consistent enforcement and improve compliance by clearly establishing escalating penalties for repeat violations.

The revised penalty schedule would read as follows:

- First offense: \$100
- Second offense: \$500
- Third and subsequent offenses: \$1,000

Proposed Code Revision — §140-6

Current Language (to be removed):

[Any person who shall violate any of the provisions of this article or rules promulgated by the Commissioner pursuant to this article shall, on conviction thereof, be subject to a fine of not less than \$100 nor more than \$1,000]

New Language (to be adopted):

Any person who shall violate any provision of this article or any rule promulgated by the Commissioner pursuant to this article shall, upon conviction, be subject to the following fines:

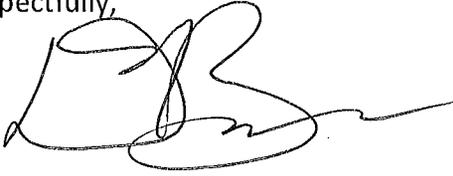
- (1) First offense: \$100**
- (2) Second offense: \$500**
- (3) Third and each subsequent offense: \$1,000.**

Requested Action

The Department of Public Works respectfully requests that the City Council approve the amendment to Chapter 140, §140-6 adopting the graduated penalty schedule as outlined above.

Thank you for your consideration. Please contact my office if additional information is needed.

Respectfully,

A handwritten signature in black ink, appearing to read 'Damani L. Bush', with a stylized flourish extending to the right.

Damani L. Bush
Commissioner of Public Works
DB/db



City of Mount Vernon, New York

Staff Report

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104
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File #: TMP -1917
A

Agenda Date: 2/11/2026

Agenda #: 2 -

City Council:

AN ORDINANCE AMENDING CHAPTER 140-24 OF THE CODE OF THE CITY OF MOUNT VERNON RELATING TO UNAUTHORIZED DUMPING; FINES

WHEREAS, in correspondence dated January 29, 2026, the Commissioner of the Department of Public Works formally requested authorization to amend Chapter 140, §140-24 of the Code of the City of Mount Vernon, relating to unauthorized dumping; fines provision, and to adopt new language in its place; and

WHEREAS, Chapter 140 of the Code of the City of Mount Vernon governs the regulation of garbage, rubbish, refuse, and related enforcement provisions; and

WHEREAS, §140-24 of the City Code addresses unauthorized dumping and establishes penalties for violations thereof; and

WHEREAS, the Department of Public Works has reviewed enforcement outcomes and field conditions related to illegal dumping within the City; and

WHEREAS, field experience has demonstrated that revisions to the existing penalty provisions are warranted in order to strengthen deterrence, clarify enforcement, and support effective prosecution of unauthorized dumping violations; and

WHEREAS, the Department of Public Works has recommended the adoption of a clear, graduated penalty schedule for violations of §140-24;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mount Vernon as follows:

Section 1. Amendment of City Code. Chapter 140, §140-24 of the Code of the City of Mount Vernon is hereby amended to delete the existing penalty provision in its entirety and to adopt the following new language in its place.

Section 2. Repeal of Existing Language. The following language of Chapter 140, §140-24 is hereby repealed:

[Any person who violates the provisions of this section shall be liable for a fine of not less than \$5,000 nor more than \$20,000. In addition, every owner of a dump truck or other vehicle shall be liable for a fine of not less than \$1,500 nor more than \$10,000 for each offense of unlawful dumping described in §140-24 by any person using or operating the same in the business of such owner or otherwise, with the permission, express or implied of such owner.]

Section 1. Amendment to Chapter 140-24 (Unauthorized Dumping; Fines). Chapter 140, §140-24 of the Code of the City of Mount Vernon is hereby amended by repealing the existing penalty language in its entirety and replacing it with the following:

§140-24. Unauthorized Dumping - Penalties. Any person who violates the provisions of this section shall be liable for the following fines:

- (1) First offense: Ten Thousand Dollars (\$10,000);
- (2) Second offense: Fifteen Thousand Dollars (\$15,000);
- (3) Third and each subsequent offense: Twenty Thousand Dollars (\$20,000).

In addition, every owner of a dump truck or other vehicle shall be liable for a fine of not less than One Thousand Five Hundred Dollars (\$1,500) nor more than Ten Thousand Dollars (\$10,000) for each offense of unlawful dumping described in this section §140-24 by any person using or operating such vehicle in the business of such owner or otherwise, with the permission, express or implied, of such owner.

Section 2. Severability. If any clause, sentence, paragraph, subdivision, 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, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part thereof directly involved in the controversy.

Section 3. Effective Date. This amendment shall take effect immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract.

New Matter Underlined
Deleted Matter in Brackets []



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

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Mayor

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JOHN NUCULOVIC
Deputy Commissioner

RYAN ULRICH
Deputy Commissioner

January 29th, 2025

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

Re: Amendment to City Code Chapter 140-24 (Unauthorized Dumping)

Dear Honorable City Council Members:

The Department of Public Works respectfully submits for your consideration a proposed amendment to Chapter 140, §140-24 of the City Code concerning unauthorized dumping violations and associated penalties.

This amendment is intended to strengthen and clarify the enforcement framework for illegal dumping. Field experience has shown that updates to this section are warranted to improve deterrence and support enforcement actions.

Under the proposed amendment, the penalty schedule would be:

- First offense: \$10,000
- Second offense: \$15,000
- Third and subsequent offenses: \$20,000

Proposed Code Revision — §140-24 (Penalty Subsection Only)

Current Language (to be removed):

[Any person who violates the provisions of this section shall be liable for a fine of not less than \$5,000 nor more than \$20,000. In addition, every owner of a dump truck or other vehicle shall be liable for a fine of not less than \$1,500 nor more than \$10,000 for each offense of unlawful dumping described in §140-24 by any person using or operating the same in the business of such owner or otherwise, with the permission, express or implied of such owner.]

New Language (to be adopted):

Any person who violates the provisions of this section shall be liable for the following fines:

- (1) First offense: \$10,000

(2) Second offense: \$15,000

(3) Third and each subsequent offense: \$20,000.

In addition, every owner of a dump truck or other vehicle shall be liable for a fine of not less than \$1,500 nor more than \$10,000 for each offense of unlawful dumping described in §140-24 by any person using or operating the same in the business of such owner or otherwise, with the permission, express or implied of such owner.

Requested Action

The Department of Public Works respectfully requests that the City Council approve the amendment to Chapter 140, §140-24 adopting the graduated penalty schedule as outlined above.

Thank you for your consideration. Please contact my office if additional information is needed.

Respectfully,



Damani L. Bush

Commissioner of Public Works

DB/db



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
CITY HALL, MOUNT
VERNON, NEW YORK
10550
& VIA
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File #: TMP -1918
A

Agenda Date: 2/11/2026

Agenda #: 3 -

City Council:

**AN ORDINANCE AMENDING ARTICLE I -
PRESERVATION OF GOOD ORDER, CHAPTER
191 - PEACE AND GOOD ORDER, §191-3(D) - LITTERING,
FINE OF THE CODE OF THE CITY OF MOUNT VERNON TO
REVISE THE FINE SCHEDULE FOR LITTERING VIOLATIONS**

WHEREAS, in correspondence dated January 29, 2026, the Commissioner of the Department of Public Works formally requested authorization to amend Article I - Preservation of Good Order, Chapter 191 - Peace and Good Order, §191-3(D) - Littering, Fine of the Code of the City of Mount Vernon, the existing penalty provision in its entirety, and to adopt new language in its place; and

WHEREAS, Chapter 191 of the Code of the City of Mount Vernon regulates littering and the maintenance of public and private property in order to protect public health, safety, and welfare; and

WHEREAS, §191-3(D) of the City Code currently establishes a single fine range for violations of the City's littering prohibitions; and

WHEREAS, the Department of Public Works has reviewed recent enforcement activity and determined that a graduated fine structure tied to repeat offenses would more effectively deter ongoing littering violations; and

WHEREAS, the proposed amendment maintains the existing prohibitions against littering and modifies only the penalty provisions associated with violations; and

WHEREAS, the City Council finds that adopting a graduated fine schedule will promote compliance, enhance enforcement consistency, and reduce repeated negative impacts on streets, sidewalks, and public spaces;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON AS FOLLOWS:

Section 1. Amendment of City Code. Article I - Preservation of Good Order, Chapter 191 - Peace and Good Order, §191-3(D) - Littering, Fine of the Code of the City of Mount Vernon is hereby amended to delete the existing penalty provision in its entirety and to adopt the following new language in its place.

Section 2. Repeal of Existing Language. The following language of Chapter 191, §191-3(D) 6 is hereby repealed:

[Any person violating any provision of Subsection <<https://ecode360.com/6603312>>,B, <<https://ecode360.com/6603313>> or <<https://ecode360.com/6603314>> shall be guilty of a violation of

this chapter, which shall be punishable by a fine of not less than \$250 nor more than \$2,500.] -
[Added 11-12-1987, approved 11-13-1987; amended 2-9-2005; approved 2-10-2005]

Section 3. Amendment to City Code. Chapter 191, §191-3(D) of the Code of the City of Mount Vernon is hereby amended by deleting the existing penalty provision in its entirety and replacing it with the following:

§191-3(D) - Penalties. Any person violating any provision of Subsection A, B, or C of this section shall be subject to the following fines:

- (1) **First offense:** Two hundred fifty dollars (\$250.00);
- (2) **Second offense:** One thousand dollars (\$1,000.00);
- (3) **Third and each subsequent offense:** Two thousand five hundred dollars (\$2,500.00).

Section 4. Severability. If any clause, sentence, paragraph, section, or part of this ordinance shall be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, or part thereof directly involved in the controversy.

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

New Matter Underlined
Deleted Matter in Brackets []



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

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JOHN NUCULOVIC
Deputy Commissioner

RYAN ULRICH
Deputy Commissioner

January 29th, 2025

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

Re: Amendment to City Code Chapter 191-3 (Littering _ Revised Fine Schedule)

Dear Honorable City Council Members:

The Department of Public Works submits this referral for Council consideration of an amendment to Chapter 191, §191-3 of the City Code concerning littering violations and associated fines.

Section 191-3 currently establishes a single fine range for littering offenses. Based on recent enforcement experience, DPW is recommending that the penalty language be revised to a graduated structure tied to repeat violations. The intent is to keep the entry penalty meaningful, while creating a stronger consequence for repeat offenders whose actions continue to impact streets, sidewalks, and public spaces.

This amendment does not change the underlying prohibition on littering. It updates only the fine structure.

Proposed graduated fines:

- First offense: \$250
- Second offense: \$1,000
- Third and subsequent offenses: \$2,500

Proposed Code Revision — §191-3(D)

Current Language (to be removed):

[Any person violating any provision of Subsection A, B or C shall be guilty of a violation of this chapter, which shall be punishable by a fine of not less than \$250 nor more than \$2,500.]

New Language (to be adopted):

Any person violating any provision of Subsection A, B or C shall be subject to the following fines:

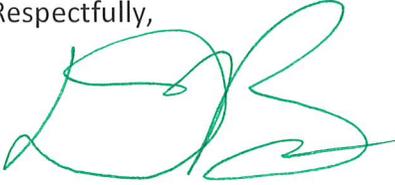
- (1) First offense: \$250
- (2) Second offense: \$1,000
- (3) Third and each subsequent offense: \$2,500.

Requested Action

The Department of Public Works respectfully requests that the City Council approve the amendment to Chapter 191, §191-3 to adopt the revised graduated fine schedule outlined above.

Thank you for your consideration. Please contact my office if any additional information would be helpful.

Respectfully,

A handwritten signature in blue ink, appearing to read 'DLB', with a stylized flourish extending to the right.

Damani L. Bush

Commissioner of Public Works

DB/db



City of Mount Vernon, New York

Staff Report

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File #: TMP -1919

Agenda Date: 2/11/2026

Agenda #: 4.

City Council:

**AN AMENDMENT TO THE CODE OF THE CITY
OF MOUNT VERNON AMENDING ARTICLE VIII -
STREET AND SIDEWALK OBSTRUCTIONS,
§227-38 - PERMIT REQUIRED, EXCEPTION**

WHEREAS, in correspondence dated January 29, 2026, the Commissioner of the Department of Public Works formally requested authorization to amend Chapter 227, §227-38 (Permit Required; Penalty Provision Added) of the Code of the City of Mount Vernon concerning permits for the obstruction or occupation of public streets and sidewalks; and

The Department of Public Works respectfully submits for Council consideration a proposed ordinance amending Chapter 227, §227-38 of the City Code of the City of Mount Vernon concerning permits for the obstruction or occupation of public streets and sidewalks.

WHEREAS, Chapter 227, §227-38 of the City Code requires any person to obtain a written permit from the Commissioner prior to obstructing, encumbering, or occupying any public street, highway, or sidewalk area, subject to a limited exception for City-authorized urban beautification programs; and

WHEREAS, the current language of §227-38 does not include a specific penalty provision for violations of this permit requirement; and

WHEREAS, the absence of a clear penalty provision has created ambiguity and limited the effectiveness of enforcement efforts; and

WHEREAS, the Department of Public Works recommends the addition of a defined penalty provision to ensure consistent enforcement while leaving the underlying permit requirement and existing exception language unchanged;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mount Vernon as follows:

Section 1. Amendment of City Code. Chapter 227, §227-38 of the Code of the City of Mount Vernon is hereby amended to delete the existing penalty provision in its entirety and to adopt the following new language in its place.

Section 2. Repeal of Existing Language. The following language of Chapter 227, §227-38 is hereby repealed:

[No person shall obstruct, encumber or occupy in any manner or for any purposes whatsoever any public street, highway or sidewalk area without first obtaining therefor from the Commissioner a written permit. No permit shall be required, however, for the placing of floral pieces along public

thoroughfares in conjunction with any urban beautification program authorized by the City, except that such authorization for the placing of said items must be obtained from the City Council.]

Section 3. Amendment to City Code Chapter 227, §227-38. Chapter 227, §227-38 of the City Code of the City of Mount Vernon is hereby amended by adding the following penalty provision to read as follows:

Any person who violates this section by obstructing, encumbering, or occupying a public street, highway, or sidewalk area without the required permit shall be subject to a fine of five hundred dollars (\$500) for each offense. Each day the violation continues shall constitute a separate offense.

All other provisions of §227-38, including the permit requirement and existing exception for City-authorized urban beautification programs, shall remain in full force and effect.

Section 4. 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, but shall be confined in its operation to the clause, sentence, paragraph, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

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

New Matter Underlined

Deleted Matter in Brackets []



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

SHAWYN PATTERSON-HOWARD
Mayor

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Deputy Commissioner

RYAN ULRICH
Deputy Commissioner

January 29th, 2025

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

Re: Amendment to City Code Chapter 227-38 (Permit Required; Exception _ Added Penalty Provision)

Dear Honorable City Council Members:

The Department of Public Works submits this referral for Council consideration of a targeted amendment to Chapter 227, §227-38 of the City Code regarding street and sidewalk obstructions.

Section 227-38 establishes the requirement to obtain a permit before occupying or obstructing a public street, highway, or sidewalk area. As written, the section does not include a specific penalty tied directly to violations of this requirement. In practice, that gap makes enforcement less direct than it should be.

This amendment adds a clear penalty provision to the section so that violations can be addressed consistently and without ambiguity. The underlying permit requirement and existing exception language remain unchanged.

Proposed Code Revision — §227-38

Current Language (no change):

[No person shall obstruct, encumber or occupy in any manner or for any purposes whatsoever any public street, highway or sidewalk area without first obtaining therefor from the Commissioner a written permit. No permit shall be required, however, for the placing of floral pieces along public thoroughfares in conjunction with any urban beautification program authorized by the City, except that such authorization for the placing of said items must be obtained from the City Council.]

New Language (to be added):

Any person who violates this section by obstructing, encumbering, or occupying a public street, highway, or sidewalk area without the required permit shall be subject to a fine of \$500 for each offense. Each day the violation continues shall constitute a separate offense.

Requested Action

DPW respectfully requests that the City Council approve the amendment to §227-38 to incorporate the penalty provision outlined above.

Thank you for your consideration.

Respectfully,

A handwritten signature in blue ink, appearing to read 'DLB', with a long horizontal flourish extending to the right.

Damani L. Bush
Commissioner of Public Works
DB/db



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1920
A

Agenda Date: 2/11/2026

Agenda #: 5 -

City Council:

AN ORDINANCE AMENDING CHAPTER 227, §227-55 OF THE CITY CODE OF THE CITY OF MOUNT VERNON (DRIVING VEHICLES OVER SIDEWALKS - ADDED PENALTY PROVISION)

WHEREAS, in correspondence dated January 29, 2026, the Commissioner of the Department of Public Works formally requested authorization to amend Chapter 227, §227-55 (Driving Vehicles Over Sidewalks - added penalty provision) of the Code of the City of Mount Vernon concerning permits for the obstruction or occupation of public streets and sidewalks; and

WHEREAS, Chapter 227 of the Code of the City of Mount Vernon regulates traffic and the use of public streets and sidewalks; and

WHEREAS, §227-55 of the City Code prohibits the driving of vehicles upon or over sidewalks or flag walks except where expressly authorized by permit or where such sidewalk forms part of an authorized driveway; and

WHEREAS, §227-55 currently contains operational and enforcement language but does not include a specific penalty provision within the section itself; and

WHEREAS, the absence of a fixed penalty within §227-55 has created inconsistency in enforcement and uncertainty as to the consequences of violations; and

WHEREAS, the Department of Public Works has recommended that a clear, fixed penalty be added to §227-55 to promote consistent enforcement, enhance deterrence, and provide clear notice to the public; and

WHEREAS, the proposed amendment retains the existing regulatory language of §227-55 in full and adds a specific fine applicable to violations of that section;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON AS FOLLOWS:

Section 1. Amendment to City Code Chapter 227, §227-55 (Driving Vehicles Over Sidewalks). Chapter 227, §227-55 of the Code of the City of Mount Vernon is hereby amended by adding a new penalty provision at the end of the section, to read as follows:

§227-55. Driving vehicles over sidewalks. -- *[Existing language to remain unchanged]*

No person shall at any time drive any vehicle, whether operated by gasoline, electricity, or

steam, upon or over any sidewalk or flag walk without first obtaining a permit in writing from the Commissioner of Public Works. This section shall not apply to any driving upon any sidewalk or flag walk which forms part of any authorized driveway leading from any street to the abutting property.

The physical presence of any motor vehicle on any lot or parcel of land abutting a public street, which lot or parcel of land has no driveway leading from any adjoining property or no authorized curb cut abutting said parcel or lot of land, shall be presumptive evidence that the said motor vehicle was driven thereon by the owner of said vehicle under his direction or by his consent in violation of Subsection A of this section. Any person violating this section shall be punishable in accordance with Article II, Chapter 1 of the Code.

Section 2. Amendment to City Code Chapter 227, §227-55. §227-55 of the City Code of the City of Mount Vernon is hereby amended by adding the following provision to read as follows:

Any person who violates this section by driving or permitting a vehicle to be driven over a sidewalk area without lawful authorization or a required permit shall be subject to a fine of two hundred fifty dollars (\$250) for each offense. Each occurrence shall constitute a separate offense.

Section 3. Severability. If any clause, sentence, paragraph, subdivision, or part of this ordinance or its application shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part thereof directly involved in the controversy.

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

New Matter Underlined
Deleted Matter in Brackets []



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

RYAN ULRICH
Deputy Commissioner

January 29th, 2025

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

Re: Amendment to City Code Chapter 227-55 (Driving Vehicles Over Sidewalks _ Added Penalty Provision)

Dear Honorable City Council Members:

The Department of Public Works submits this referral for Council consideration of an amendment to Chapter 227, §227-55 of the City Code concerning vehicles driven over sidewalks.

Section 227-55 establishes restrictions on driving vehicles across sidewalks except where permitted. The section, however, does not currently contain a dedicated penalty provision within its own language. Adding a fixed penalty amount will support more consistent enforcement and provide clear notice of consequence for violations.

This amendment keeps the existing operational language intact and adds a specific fine for violations.

Proposed Code Revision — §227-5

Current Language (to remain):

[No person shall at any time drive any vehicle, whether operated by gasoline, electricity or steam, upon or over any sidewalk or flag walk without first obtaining a permit in writing from the Commissioner of Public Works. This section shall not apply to any driving upon any sidewalk or flag walk which forms part of any authorized driveway leading from any street to the abutting property.

The physical presence of any motor vehicle on any lot or parcel of land abutting a public street, which lot or parcel of land has no driveway leading from any adjoining property or no authorized curb cut abutting said parcel or lot of land, shall be presumptive evidence that the said motor vehicle was driven thereon by the owner of said vehicle under his direction or by his consent in violation of Subsection A of this section. Any person violating this section shall be punishable in accordance with Article II of Chapter 1 of the Code.]

New Language (to add at end of section):

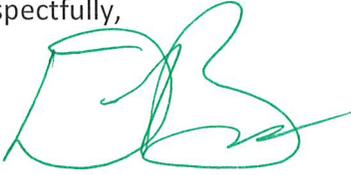
Any person who violates this section by driving or permitting a vehicle to be driven over a sidewalk area without lawful authorization or required permit shall be subject to a fine of \$250 for each offense. Each occurrence shall constitute a separate offense.

Requested Action

The Department of Public Works respectfully requests that the City Council approve the amendment to Chapter 227, §227-55 to add the penalty language as set forth above.

Thank you for your consideration.

Respectfully,



Damani L. Bush

Commissioner of Public Works

DB/db



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1921
A

Agenda Date: 2/11/2026

Agenda #: 6 -

City Council:

**AN ORDINANCE AMENDING CHAPTER 227,
§227-56 OF THE CITY CODE OF THE CITY
OF MOUNT VERNON, ENTITLED "SIDEWALK
MAINTENANCE; REMOVAL OF SNOW AND ICE"**

(Sidewalk Maintenance; Removal of Snow and Ice - Penalty Provision)

WHEREAS, Chapter 227, §227-56 of the City Code of the City of Mount Vernon establishes the responsibility of owners and lessees of property abutting public streets to maintain adjoining sidewalks in a safe and sanitary condition, including the timely removal of snow and ice; and

WHEREAS, Section 227-56 currently relies upon the general penalty provisions of the City Code for enforcement, rather than including a specific penalty within the section itself; and

WHEREAS, the Department of Public Works has determined that the addition of a clearly stated penalty within Section 227-56 will promote consistent enforcement and provide clear notice of the consequences for noncompliance; and

WHEREAS, the proposed amendment does not alter the substantive maintenance or snow and ice removal requirements set forth in Section 227-56, but solely adds a fixed penalty provision; and

WHEREAS, the City Council finds that the proposed amendment is in the best interest of the health, safety, and welfare of the residents of the City of Mount Vernon;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, NEW YORK, AS FOLLOWS:

Section 1. Amendment to City Code Chapter 227, §227-56. Chapter 227, §227-56 of the City Code of the City of Mount Vernon is hereby amended to add the following penalty provision, to read as follows:

§227-56 - Sidewalk maintenance; removal of snow and ice.

Every owner or lessee of any premises abutting on any street shall keep the contiguous sidewalks free from dirt, filth, weeds, or other obstructions or encumbrances and shall also maintain the contiguous sidewalk in good condition, free from any defects or other dangerous conditions, and perform all repairs necessary thereto. Said owner or lessee shall have the further duty of causing the entire area of such sidewalks in front of such premises to be cleared of snow and ice within 12 hours after such snowfall has ceased or ice has formed. Whenever any ice forms upon such sidewalk, it shall be the duty of such owner or lessee to place thereon sufficient sifted ashes, sand, or salt to prevent persons from slipping until such ice shall be wholly removed.

Any owner or lessee who violates the provisions of this section shall be subject to a fine of two hundred fifty dollars (\$250) for each offense. Each day that the violation continues after the required compliance period shall constitute a separate offense.

Section 2. Severability. If any clause, sentence, paragraph, subdivision, or part of this ordinance or its application shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part thereof directly involved in the controversy.

Section 3. Effective Date. This ordinance shall take effect immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract.

New Matter Underlined

Deleted Matter in Brackets []



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

RYAN ULRICH
Deputy Commissioner

January 29th, 2025

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

**Re: Amendment to City Code Chapter 227-56 (Sidewalk Maintenance; Removal of Snow and Ice _
Penalty Provision)**

Dear Honorable City Council Members:

The Department of Public Works submits this referral for Council consideration of an amendment to Chapter 227, §227-56 of the City Code concerning sidewalk maintenance and the removal of snow and ice.

Section 227-56 clearly establishes the responsibility of owners and lessees to maintain adjoining sidewalks and to clear snow and ice within the required timeframe. The section, however, relies on general penalty provisions elsewhere in the Code. This amendment adds a specific penalty directly within the section to support consistent enforcement and provide clear notice of consequence for noncompliance.

The maintenance and snow removal requirements themselves are not being changed. Only a fixed penalty amount is being added.

Proposed Code Revision — §227-56

Current Language (to remain):

[Every owner or lessee of any premises abutting on any street shall keep the contiguous sidewalks free from dirt, filth, weeds or other obstructions or encumbrances and shall also maintain the contiguous sidewalk in good condition, free from any defects or other dangerous conditions, and perform all repairs necessary thereto. Said owner or lessee shall have the further duty of causing the entire area of such sidewalks in front of such premises to be cleared of snow and ice within 12 hours after such snowfall has ceased or ice has formed. Whenever any ice forms upon such sidewalk, it shall be the duty of such owner or lessee to place thereon sufficient sifted ashes, sand or salt to prevent persons from slipping until such ice shall be wholly removed.]

New Language (to be adopted):

Any owner or lessee who violates the provisions of this section shall be subject to a fine of \$250 for each

offense. Each day the violation continues after the required compliance period shall constitute a separate offense.

Requested Action

The Department of Public Works respectfully requests that the City Council approve the amendment to Chapter 227, §227-56 to add the penalty provision as set forth above.

Thank you for your consideration.

Respectfully,



Damani L. Bush
Commissioner of Public Works
DB/db



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1933
A

Agenda Date: 2/11/2026

Agenda #: 7 -

City Council:

LOCAL LAW NO. ___ OF 2025

A LOCAL LAW AMENDING THE MOUNT VERNON CITY CHARTER TO CODIFY THE POSITIONS OF CHIEF OF STAFF AND DEPUTY CHIEF OF STAFF WITHIN THE OFFICE OF THE MAYOR

BE IT ENACTED by the City Council of the City of Mount Vernon, in the County of Westchester, as follows:

Section 1. Title. This Local Law shall be known and may be cited as:

“A Local Law Amending the Mount Vernon City Charter to Codify the Positions of Chief of Staff and Deputy Chief of Staff in the Office of the Mayor.”

Section 2. Legislative Findings and Intent. The City Council hereby finds and declares that it is in the best interest of the City of Mount Vernon to modernize and professionalize the administrative structure of the Office of the Mayor.

Establishing the positions of Chief of Staff and Deputy Chief of Staff within the City Charter ensures that executive functions are managed efficiently, that departmental coordination and oversight are strengthened, and that the City’s governance framework reflects contemporary standards of municipal administration.

Accordingly, the purpose of this Local Law is to formally codify the roles, duties, and qualifications of the Chief of Staff and Deputy Chief of Staff within the Mayor’s Office to enhance continuity, accountability, and the effective delivery of City services.

Section 3. Amendment to Article VI of the Mount Vernon City Charter.

Article VI of the Mount Vernon City Charter, entitled “Mayor,” is hereby amended to include a new section, to read as follows:

§ 62 - Secretary and assistants.

The Mayor shall appoint a Secretary and such other assistants as may be prescribed by the Board of Estimate and Contract.

§ 62.1 - Chief of Staff and Deputy Chief of Staff.

(a) Establishment of Position. There is hereby established the position of **Chief of Staff** within the Office of the Mayor. The Chief of Staff shall be appointed by, and serve at

the pleasure of, the Mayor, consistent with the provisions of the City of Mount Vernon Charter.

(b) Duties and Responsibilities. The Chief of Staff shall be a confidential executive employee and shall assist the Mayor in the overall administration, coordination, and oversight of City government operations. Under the general direction of the Mayor, the Chief of Staff shall:

1. Provide executive leadership, policy guidance, and operational management in support of the Mayor's goals and public service objectives;
2. Coordinate and oversee the activities of City departments, boards, and commissions as directed by the Mayor;
3. Organize, supervise, and control staff activities within the Office of the Mayor and other assigned functional areas to maximize productivity and effective implementation of policy initiatives;
4. Manage and direct special projects, intergovernmental relations, public affairs initiatives, and administrative functions, including conducting research and drafting reports, procedures, and policy recommendations;
5. Serve as a principal liaison between the Mayor and executive-level public officials, elected officials, department heads, representatives of the business community, the media, interest groups, and the public;
6. Exercise direct managerial control over assigned staff and operational functions; and
7. Perform such additional duties as may be delegated by the Mayor or required by law.

(c) Confidentiality and Executive Authority. The work of the Chief of Staff involves highly sensitive matters requiring discretion, judgment, and responsiveness consistent with the Mayor's philosophy and policy direction. The Chief of Staff shall do related work as required.

(d) Minimum Qualifications. The Chief of Staff shall possess a bachelor's degree from an accredited college or university, with preference for advanced study in public administration, business administration, law, or a related field. Equivalent experience in executive leadership, public administration, or municipal management may be considered in lieu of formal education.

§ 62.2 - Deputy Chief of Staff.

(a) Establishment of Position. There is hereby established the position of Deputy Chief of Staff within the Office of the Mayor. The Deputy Chief of Staff shall be appointed by, and serve at the pleasure of, the Mayor.

(b) Duties and Responsibilities. The Deputy Chief of Staff shall assist the Mayor and the Chief of Staff in performing administrative, managerial, and policy-related functions. The Deputy Chief of Staff shall:

1. Provide programmatic, administrative, and policy support to advance the objectives and initiatives of the Mayor;

2. Conduct policy research and analysis and assist in the development and implementation of governmental programs and initiatives;
3. Coordinate intergovernmental relations and serve as a liaison with other governmental entities, agencies, and stakeholders, as assigned;
4. Manage and oversee a diverse range of tasks and projects of moderate to high complexity, exercising sound judgment and organizational skill;
5. Act on behalf of the Chief of Staff during the Chief of Staff's absence or as otherwise delegated by the Mayor; and
6. Perform such other related duties as may be required.

(c) Reporting Authority. The Deputy Chief of Staff shall report to the Mayor and the Chief of Staff and shall perform duties in a manner consistent with the Mayor's vision and policy direction.

(d) Minimum Qualifications. The Deputy Chief of Staff shall possess a bachelor's degree from an accredited college or university, with demonstrated experience in organizational management, government operations, policy administration, or a related field.

(e) Duties and Responsibilities. The Chief of Staff and Deputy Chief of Staff shall exercise such powers and perform such duties as may be prescribed by the Mayor, the Charter, and applicable ordinances, to ensure the efficient administration and effective delivery of City services.

(f) Administrative Oversight. The Chief of Staff and Deputy Chief of Staff shall function as senior administrative officers of the Office of the Mayor, responsible for ensuring continuity, accountability, and alignment of departmental operations with the policy direction of the Mayor and the laws of the City of Mount Vernon.

Section 4. Statement of Purpose.

The purpose of this amendment is to:

- Codify the Chief of Staff and Deputy Chief of Staff positions within the City Charter;
- Provide clear statutory authority for senior administrative leadership within the Mayor's Office;
- Define minimum professional qualifications for key executive roles;
- Enhance coordination and oversight of City departments and operations;
and
- Strengthen continuity and accountability in municipal governance.

Section 5. Effective Date. This Local Law shall take effect immediately upon filing with the Secretary of State in accordance with the provisions of the Municipal Home Rule Law of the State of New York.

New Matter Underlined
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LOCAL LAW NO. ___ OF 2026

A LOCAL LAW AMENDING THE MOUNT
VERNON CITY CHARTER TO CODIFY THE
POSITIONS OF CHIEF OF STAFF AND DEPUTY
CHIEF OF STAFF WITHIN THE OFFICE OF THE MAYOR

BE IT ENACTED by the City Council of the City of Mount Vernon, in the County of Westchester, as follows:

Section 1. Title. This Local Law shall be known and may be cited as:

“A Local Law Amending the Mount Vernon City Charter to Codify the Positions of Chief of Staff and Deputy Chief of Staff in the Office of the Mayor.”

Section 2. Legislative Findings and Intent. The City Council hereby finds and declares that it is in the best interest of the City of Mount Vernon to modernize and professionalize the administrative structure of the Office of the Mayor.

Establishing the positions of Chief of Staff and Deputy Chief of Staff within the City Charter ensures that executive functions are managed efficiently, that departmental coordination and oversight are strengthened, and that the City’s governance framework reflects contemporary standards of municipal administration.

Accordingly, the purpose of this Local Law is to formally codify the roles, duties, and qualifications of the Chief of Staff and Deputy Chief of Staff within the Mayor’s Office to enhance continuity, accountability, and the effective delivery of City services.

Section 3. Amendment to Article VI of the Mount Vernon City Charter.

Article VI of the Mount Vernon City Charter, entitled “Mayor,” is hereby amended to include a new section, to read as follows:

§ 62 - Secretary and assistants.

The Mayor shall appoint a Secretary and such other assistants as may be prescribed by the Board of Estimate and Contract.

§ 62.1 - Chief of Staff and Deputy Chief of Staff.

(a) Establishment of Position. There is hereby established the position of **Chief of Staff** within the Office of the Mayor. The Chief of Staff shall be appointed by, and serve at the pleasure of, the Mayor, consistent with the provisions of the City of Mount Vernon Charter.

(b) Duties and Responsibilities. The Chief of Staff shall be a confidential executive employee and shall assist the Mayor in the overall administration, coordination, and oversight of City government operations. Under the general direction of the Mayor, the Chief of Staff shall:

1. Provide executive leadership, policy guidance, and operational management in support of the Mayor’s goals and public service objectives;
2. Coordinate and oversee the activities of City departments, boards, and commissions as directed by the Mayor;
3. Organize, supervise, and control staff activities within the Office of the Mayor and other assigned functional areas to maximize productivity and effective implementation of policy initiatives;
4. Manage and direct special projects, intergovernmental relations, public affairs initiatives, and administrative functions,

including conducting research and drafting reports, procedures, and policy recommendations;

5. Serve as a principal liaison between the Mayor and executive-level public officials, elected officials, department heads, representatives of the business community, the media, interest groups, and the public;

6. Exercise direct managerial control over assigned staff and operational functions; and

7. Perform such additional duties as may be delegated by the Mayor or required by law.

(c) Confidentiality and Executive Authority. The work of the Chief of Staff involves highly sensitive matters requiring discretion, judgment, and responsiveness consistent with the Mayor's philosophy and policy direction. The Chief of Staff shall do related work as required.

(d) Minimum Qualifications. The Chief of Staff shall possess a bachelor's degree from an accredited college or university, with preference for advanced study in public administration, business administration, law, or a related field. Equivalent experience in executive leadership, public administration, or municipal management may be considered in lieu of formal education.

§ 62.2 - Deputy Chief of Staff.

(a) Establishment of Position. There is hereby established the position of Deputy Chief of Staff within the Office of the Mayor. The Deputy Chief of Staff shall be appointed by, and serve at the pleasure of, the Mayor.

(b) Duties and Responsibilities. The Deputy Chief of Staff shall assist the Mayor and the Chief of Staff in performing administrative, managerial, and policy-related functions. The Deputy Chief of Staff shall:

1. Provide programmatic, administrative, and policy support to advance the objectives and initiatives of the Mayor;

2. Conduct policy research and analysis and assist in the development and implementation of governmental programs and initiatives;

3. Coordinate intergovernmental relations and serve as a liaison with other governmental entities, agencies, and stakeholders, as assigned;

4. Manage and oversee a diverse range of tasks and projects of moderate to high complexity, exercising sound judgment and organizational skill;

5. Act on behalf of the Chief of Staff during the Chief of Staff's absence or as otherwise delegated by the Mayor; and

6. Perform such other related duties as may be required.

(c) Reporting Authority. The Deputy Chief of Staff shall report to the Mayor and the Chief of Staff and shall perform duties in a manner consistent with the Mayor's vision and policy direction.

(d) Minimum Qualifications. The Deputy Chief of Staff shall possess a bachelor's degree from an accredited college or university, with demonstrated experience in organizational management, government operations, policy administration, or a related field.

(e) Duties and Responsibilities. The Chief of Staff and Deputy Chief of Staff shall exercise such powers and perform such duties as may be prescribed by the Mayor, the Charter, and applicable ordinances, to ensure the efficient administration and effective delivery of City services.

(f) Administrative Oversight. The Chief of Staff and Deputy Chief of Staff shall function as senior administrative officers of the Office of the Mayor, responsible for ensuring continuity, accountability, and alignment of departmental operations with the policy direction of the Mayor and the laws of the City of Mount Vernon.

Section 4. Statement of Purpose.

The purpose of this amendment is to:

- Codify the Chief of Staff and Deputy Chief of Staff positions within the City Charter;
- Provide clear statutory authority for senior administrative leadership within the Mayor’s Office;
- Define minimum professional qualifications for key executive roles;
- Enhance coordination and oversight of City departments and operations; and
- Strengthen continuity and accountability in municipal governance.

Section 5. Effective Date. This Local Law shall take effect immediately upon filing with the Secretary of State in accordance with the provisions of the Municipal Home Rule Law of the State of New York.

New Matter Underlined
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City of Mount Vernon, New York

Staff Report

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

File #: TMP -1932
A

Agenda Date: 2/11/2026

Agenda #: 8 -

City Council:

LOCAL LAW NO. ___ OF 2025

A LOCAL LAW AMENDING ARTICLE VII-A, § 86-b OF THE MOUNT VERNON CITY CHARTER REGARDING THE COMPOSITION OF THE CAPITAL PROJECTS BOARD

BE IT ENACTED by the City Council of the City of Mount Vernon, in the County of Westchester, State of New York, as follows:

Section 1. Legislative Findings and Intent. The City Council finds that the efficient and transparent management of capital projects is essential to the health, safety, and economic vitality of the City of Mount Vernon. The Capital Projects Board plays a central role in reviewing, prioritizing, and coordinating the City’s capital investments.

To enhance oversight, broaden representation, and strengthen coordination across departments and branches of City government, it is the intent of this Local Law to amend Article VII-A, § 86-b of the City Charter to restructure the composition of the Capital Projects Board.

This amendment ensures that key City departments and elected officials are represented in the capital planning process, thereby fostering improved collaboration, accountability, and alignment of infrastructure priorities.

Section 2. Amendment to the Mount Vernon City Charter, Article VII-A, § 86-b

Section 86-b. Capital Projects Board (Amended Composition)

The existing text of § 86-b of the Mount Vernon City Charter is hereby amended to read as follows:

§ 86-b. Capital Projects Board.

1. Composition. The Capital Projects Board shall consist of seven (7) voting members appointed by the Mayor in the following manner:

- (a) Two (2) members of the City Council (both appointed by the Mayor);
- (b) The Commissioner of Public Works;
- (c) The Commissioner of Buildings;
- (d) The Commissioner of Planning;
- (e) The Commissioner of Water; and
- (f) One (1) member from the Land Use Boards (Planning Board, Zoning Board of

Appeals, or Architectural Review Board).

2. Ex Officio Members. The Comptroller and the City Engineer shall serve as ex officio, non-voting members of the Board.

3. Chairperson. The Mayor shall designate one of the voting members to serve as Chairperson of the Board.

4. Terms of Office. The terms of appointment for voting members shall expire concurrently with the term of the Mayor. Vacancies occurring other than by expiration shall be filled for the unexpired term by the Mayor.

5. Voting Powers. The voting powers of the Board shall be exercised by a majority of the voting members in office, excluding ex officio members.

6. Compensation. Ex officio members shall serve without additional compensation. Other members shall serve without pay but may receive actual and necessary expenses incurred in the performance of their duties.

Section 3. Purpose and Rationale.

This amendment shall:

- Broaden representation and expertise by including departmental commissioners and a land use representative whose areas of responsibility directly inform the City's infrastructure and capital planning.
- Enhance accountability and legislative oversight through the inclusion of two members of the City Council as voting participants.
- Preserve financial and technical review through the participation of the Comptroller and City Engineer as ex officio members.
- Promote strategic alignment and interdepartmental collaboration in the planning and prioritization of capital projects.
- Ensure effective governance by maintaining clear voting procedures, leadership designation, and term alignment with the Mayor's administration.

Section 4. Effective Date. This Local Law shall take effect immediately upon filing with the Secretary of State in accordance with the Municipal Home Rule Law.

New Matter Underlined

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LOCAL LAW NO. ___ OF 2025

A LOCAL LAW AMENDING ARTICLE VII-A, § 86-b
OF THE MOUNT VERNON CITY CHARTER REGARDING
THE COMPOSITION OF THE CAPITAL PROJECTS BOARD

BE IT ENACTED by the City Council of the City of Mount Vernon, in the County of Westchester, State of New York, as follows:

Section 1. Legislative Findings and Intent. The City Council finds that the efficient and transparent management of capital projects is essential to the health, safety, and economic vitality of the City of Mount Vernon. The Capital Projects Board plays a central role in reviewing, prioritizing, and coordinating the City's capital investments.

To enhance oversight, broaden representation, and strengthen coordination across departments and branches of City government, it is the intent of this Local Law to amend Article VII-A, § 86-b of the City Charter to restructure the composition of the Capital Projects Board.

This amendment ensures that key City departments and elected officials are represented in the capital planning process, thereby fostering improved collaboration, accountability, and alignment of infrastructure priorities.

Section 2. Amendment to the Mount Vernon City Charter, Article VII-A, § 86-b

Section 86-b. Capital Projects Board (Amended Composition)

The existing text of § 86-b of the Mount Vernon City Charter is hereby amended to read as follows:

§ 86-b. Capital Projects Board.

1. **Composition.** The Capital Projects Board shall consist of seven (7) voting members appointed by the Mayor in the following manner:

- (a) Two (2) members of the City Council (both appointed by the Mayor);
- (b) The Commissioner of Public Works;
- (c) The Commissioner of Buildings;
- (d) The Commissioner of Planning;
- (e) The Commissioner of Water; and
- (f) One (1) member from the Land Use Boards (Planning Board, Zoning Board of Appeals, or Architectural Review Board).

2. **Ex Officio Members.** The Comptroller and the City Engineer shall serve as ex officio, non-voting members of the Board.

3. **Chairperson.** The Mayor shall designate two Co-Chairs: one Co-Chair shall be one of the two appointed City Council members and the other Co-Chair will be a voting member from Section 1(b – f).

4. **Terms of Office.** The terms of appointment for voting members shall expire concurrently with the term of the Mayor. Vacancies occurring other than by expiration shall be filled for the unexpired term by the Mayor.

5. **Voting Powers.** The voting powers of the Board shall be exercised by a majority of the voting members in office, excluding ex officio members.

6. **Compensation.** Ex officio members shall serve without additional compensation. Other members shall serve without pay but may receive actual and necessary expenses incurred in the performance of their duties.

Section 3. Purpose and Rationale.

This amendment shall:

- Broaden representation and expertise by including departmental commissioners and a land use representative whose areas of responsibility directly inform the City's infrastructure and capital planning.
- Enhance accountability and legislative oversight through the inclusion of two members of the City Council as voting participants.
- Preserve financial and technical review through the participation of the Comptroller and City Engineer as ex officio members.
- Promote strategic alignment and interdepartmental collaboration in the planning and prioritization of capital projects.
- Ensure effective governance by maintaining clear voting procedures, leadership designation, and term alignment with the Mayor's administration.

Section 4. Effective Date. This Local Law shall take effect immediately upon filing with the Secretary of State in accordance with the Municipal Home Rule Law.



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1936
A

Agenda Date: 2/25/2026

Agenda #: 9 -

City Council:

A RESOLUTION ESTABLISHING STANDARD WORKDAYS AND REPORTING GUIDELINES FOR ELECTED AND APPOINTED OFFICIALS

WHEREAS, the City of Mount Vernon participates in the New York State and Local Retirement System (NYSLRS); and

WHEREAS, NYSLRS requires participating employers to establish standard workdays for elected and appointed officials in order to properly report service credit; and

WHEREAS, the New York State Comptroller's Office, through the NYSLRS Pension Integrity Bureau, requires employers to adopt a formal resolution identifying such standard workdays and the method of reporting time worked; and

WHEREAS, the City of Mount Vernon maintains records of activities and/or recertifications of records of activities for elected and appointed officials as submitted to and maintained by the City Clerk; and

WHEREAS, the City Council desires to formally establish standard workdays and authorize reporting to NYSLRS based upon those records in compliance with applicable law and regulations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, NEW YORK, AS FOLLOWS:

Section 1. Purpose. This Resolution establishes the standard workdays and reporting guidelines for elected and appointed officials of the City of Mount Vernon for purposes of reporting service credit to the New York State and Local Retirement System.

Section 2. Reporting Method. The City of Mount Vernon shall report to the New York State and Local Retirement System Pension Integrity Bureau either:

- a Record of Activities, or
- a Recertification of the Record of Activities,

based upon records maintained by and submitted to the City Clerk.

Section 3. Standard Workdays and Records of Activities. The following officials are hereby assigned the indicated standard workdays, terms of office, and records of activities, and such information is authorized to be reported to NYSLRS:

Name:	Title:	Standard Workday	Term:	Record of Activities
Shawyn Patterson-Howard	Mayor	7.0	01/01/2024-12/31/2027	30.51
Darren Morton	Comptroler	7.0	01/01/2022-12/31/2025	20.00
Danielle Browne	City Council Member	6.0	01/01/22 - 12/31/2025	16.62
Edward Poteat	City Council Member	6.0	01/01/22 - 12/31/2025	4.78
Derrick Thompson	City Council Member	6.0	01/01/24 - 12/31/2027	13.67
Cathlin Gleason	City Council Member	6.0	01/01/22 - 12/31/2025	17.33
Jaevon Boxhill	City Council Member	6.0	01/01/24 - 12/31/2027	13.17

Section 4. Authorization. The City Clerk is hereby authorized and directed to submit this Resolution and all required documentation to the New York State and Local Retirement System Pension Integrity Bureau.

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption by the City Council.

**A RESOLUTION ESTABLISHING THE STANDARD
WORKDAYS AND REPORTING GUIDELINES
FOR ELECTED AND APPOINTED OFFICIALS**

BE IT RESOLVED that the City of Mount Vernon, New York, hereby establishes the following as Standard Work Day and Reporting Resolution for Elected and Appointed Officials, listing a Record of Activities or a Recertification of the Record of Activities. The city will report the following to the New York State and Local Retirement System Pension Integrity Bureau based on records maintained and submitted to the City Clerk

TITLE	NAME	STANDARD WORKDAY	TERM	RECORD OF ACTIVITIES
Mayor	Shawyn Patterson-Howard	7.0	01/01/2024-12/31/2027	30.51
Comptroller	Darren Morton	7.0	01/01/2022-12/31/2025	20.00
City Council Member	Danielle Browne	6.0	01/01/2022-12/31/2025	16.62
City Council Member	Edward Poteat	6.0	01/01/2022-12/31/2025	4.78
City Council Member	Derrick Thompson	6.0	01/01/2024-12/31/2027	13.67
City Council Member	Cathlin Gleason	6.0	01/01/2022-12/31/2025	17.33
City Council Member	Jaevon Boxhill	6.0	01/01/2024-12/31/2027	13.17

and be it further

RESOLVED, that this resolution shall take effect immediately.



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1931

Agenda Date: 2/11/2026

Agenda #: 10.

City Council:

LOCAL LAW NO. ___ OF 2026

A LOCAL LAW AMENDING THE VEHICLE AND TRAFFIC LAW AUTHORIZING THE CITY OF MOUNT VERNON TO ESTABLISH A TRAFFIC CONTROL SIGNAL PHOTO MONITORING DEMONSTRATION PROGRAM

BE IT ENACTED by the City Council of the City of Mount Vernon, in regular session convened, as follows:

Section 1. Title. This Local Law shall be known and may be cited as “A Local Law to Amend the Vehicle and Traffic Law in Relation to Authorizing the City of Mount Vernon to Establish a Traffic-Control Signal Photo Monitoring Demonstration Program.”

Section 2. Legislative Findings and Purpose.

WHEREAS, the City Council of the City of Mount Vernon hereby finds that the violation of traffic-control signals poses a significant threat to the health, safety, and welfare of children, pedestrians, and the general public. The Council further finds that traffic-control signal photo-monitoring systems have been shown to be an effective tool for deterring violations of traffic control signals and improving traffic safety.

WHEREAS, the purpose of this Local Law is to authorize the City of Mount Vernon, subject to applicable provisions of state law, to establish and operate a Traffic-Control Signal Photo Monitoring Demonstration Program in order to enhance traffic safety, deter violations of traffic-control signals, and protect vulnerable roadway users.

Section 3. Authority. This Local Law is adopted pursuant to the authority granted to municipalities under the New York State Constitution, the Municipal Home Rule Law, and, to the extent applicable, the Vehicle and Traffic Law, including any special legislation authorizing demonstration programs for traffic-control signal photo monitoring systems.

NOW, THEREFORE, BE IT ENACTED by the City Council of the City of Mount Vernon as follows:

Section 1. The vehicle and traffic law is amended by adding a new section 256-7.1 to read as follows:

§256-7.1. Owner liability for failure of operator to comply with traffic-control

indications; Mt. Vernon.

A. Notwithstanding any other provision of law, the Department of Public Safety is hereby authorized and empowered to establish a demonstration program imposing monetary liability on the owner of a vehicle for failure of an operator thereof to comply with traffic-control indications in accordance with the provisions of this section. The third-party contractor for purposes of implementation of such program shall be authorized to install and operate traffic-control signal photo violation-monitoring devices at no more than 25 intersections at any one time.

B. Such demonstration program shall utilize necessary technologies to ensure, to the extent practicable, that photographs produced by such traffic-control signal photo violation-monitoring systems shall not include images that identify the driver, the passengers, or the contents of the vehicle; provided, however, that no notice of liability issued pursuant to this section shall be dismissed solely because a photograph or photographs allow for the identification of the contents of a vehicle, provided that the City of Mount Vernon has made a reasonable effort to comply with the provisions of this subsection.

C. The owner of a vehicle shall be liable for a penalty imposed pursuant to this section if such vehicle was used or operated with the permission of the owner, express or implied, in violation of Subdivision (d) of § 1111 <<https://municipal.codes/NY/VAT/1111>> of the New York State Vehicle and Traffic Law, (hereinafter Vehicle and Traffic Law) and such violation is evidenced by information obtained from a traffic-control signal photo violation-monitoring system; provided, however, that no owner of a vehicle shall be liable for a penalty imposed pursuant to this section where the operator of such vehicle has been convicted of the underlying violation of Subdivision (d) of § 1111 <<https://municipal.codes/NY/VAT/1111>> of the Vehicle and Traffic Law.

D. Notwithstanding any other provision of this section, no owner of a vehicle shall be subject to a monetary fine imposed pursuant to this section if the operator of such vehicle was operating such vehicle without the consent of the owner at the time such operator failed to obey a traffic-control indication. For purposes of this subsection, there shall be a presumption that the operator of such vehicle was operating such vehicle with the consent of the owner at the time such operator failed to obey a traffic-control indication.

E. For purposes of this section, “owner” shall mean any person, corporation, partnership, firm, agency, association, lessor, or organization who at the time of the issuance of a notice of violation in which a vehicle is operated:

- 1) Is the beneficial or equitable owner of such vehicle; or
- 2) Has title to such vehicle; or
- 3) Is the registrant or co-registrant of such vehicle, which is registered with the Department of Motor Vehicles of the State of New York or any other state, territory, district, province, nation, or other jurisdiction; or
- 4) Uses such vehicle in its vehicle-renting and/or leasing business; or
- 5) Is an owner of such vehicle as defined by § 128 or Subdivision (a) of § **2101** <https://municipal.codes/NY/VAT/2101> of the Vehicle and Traffic Law.

F. For purposes of this section, "traffic-control signal photo violation-monitoring system" shall mean a device installed to work in conjunction with a traffic-control signal which, during operation, automatically produces two or more photographs, two or more microphotographs, a videotape or other recorded images of each vehicle at the time it is used or operated in violation of Subdivision (d) of § **1111** <https://municipal.codes/NY/VAT/1111> of the Vehicle and Traffic Law.

G. A certificate, sworn to or affirmed by a technician employed by the Traffic Engineer, or a facsimile thereof, based upon inspection of photographs, microphotographs, videotape or other recorded images produced by a traffic-control signal photo violation-monitoring system, shall be prima facie evidence of the facts contained therein. Any photographs, microphotographs, videotape or other recorded images evidencing such a violation shall be available for inspection in any proceeding to adjudicate the liability for such violation imposed pursuant to this section.

H. An owner liable for a violation of Subdivision (d) of § **1111** <https://municipal.codes/NY/VAT/1111> of the Vehicle and Traffic Law pursuant to this section shall be liable for monetary penalties in accordance with a schedule of fines and penalties to be promulgated by the Traffic Violations Bureau. The liability of the owner pursuant to this section shall not exceed \$50 for each violation; provided, however, that such Office may provide for an additional penalty not in excess of \$25 for each violation for the failure to respond to a notice of liability within the prescribed time period. Such Office shall adjudicate liability imposed by this section.

I. An imposition of liability under this section shall not be deemed a conviction as an operator and shall not be made part of the operating record of the person upon whom such liability is imposed, nor shall it be used for insurance purposes in the provision of motor vehicle insurance coverage.

J. A notice of liability shall be sent by first class mail to each person alleged to be liable as an owner for a violation of Subdivision (d) of § **1111** <https://municipal.codes/NY/VAT/1111> of the Vehicle and Traffic Law pursuant to this section. Personal service on the owner shall not be required. A manual or automatic record of mailing prepared in the ordinary course of business shall be prima facie evidence of the facts contained therein.

K. A notice of liability shall contain the name and address of the person alleged to be liable as an owner for a violation of Subdivision (d) of § **1111**

<<https://municipal.codes/NY/VAT/1111>> of the Vehicle and Traffic Law pursuant to this section, the registration number of the vehicle involved in such violation, the location where such violation took place, the date and time of such violation and the identification number of the camera which recorded the violation or other document locator number.

L. The notice of liability shall contain information advising the person charged of the manner and the time in which he or she may contest the liability alleged in the notice. Such notice of liability shall also contain a warning to advise the persons charged that failure to contest in the manner and time provided shall be deemed an admission of liability and that a default judgment may be entered thereon.

M. The notice of liability shall be prepared and mailed by the Traffic Violations Bureau.

N. If an owner receives a notice of liability pursuant to this section for any time period during which the vehicle was reported to the Police Department as having been stolen, it shall be a valid defense to an allegation of liability for a violation of Subdivision (d) of § 1111 <<https://municipal.codes/NY/VAT/1111>> of the Vehicle and Traffic Law pursuant to this section that the vehicle had been reported to the police as stolen prior to the time the violation occurred and had not been recovered by such time. For purposes of asserting the defense provided by this subsection, it shall be sufficient that a certified copy of the police report on the stolen vehicle be sent by first class mail, return receipt requested, to such Office.

O. If the owner liable for a violation of Subdivision (d) of § 1111 <<https://municipal.codes/NY/VAT/1111>> of the Vehicle and Traffic Law pursuant to this section was not the operator of the vehicle at the time of the violation, the owner may maintain an action for indemnification against the operator.

P. An appeal of an adjudication of liability pursuant to this section may be taken in accordance with this article.

Q. An owner who is a lessor of a vehicle to which a notice of liability was issued pursuant to Subdivision H of this section shall not be liable for the violation of Subdivision (d) of § 1111 <<https://municipal.codes/NY/VAT/1111>> of the Vehicle and Traffic Law, provided that:

1) Prior to the violation, the lessor has filed with the Office and paid the required filing fee in accordance with the provisions of § 239 <<https://municipal.codes/NY/VAT/239>> of the Vehicle and Traffic Law; and

2) Within 37 days after receiving notice from the Office of the date and time of a liability, together with the other information contained in the original notice of liability, the lessor submits to the Office the correct name and address of the lessee of the vehicle identified in the notice of liability at the time of such violation, together with such other additional information contained in the rental lease or other contract document, as may be reasonably required by the Office pursuant to regulations that may be promulgated for such purpose.

3) Failure to comply with Subsection Q(1) <<https://ecode360.com/15372489>> or (2) <<https://ecode360.com/15372490>> of this section shall render the owner liable for the penalty prescribed in this section.

4) Where the lessor complies with the provisions of this subsection, the lessee of such vehicle on the date of such violation shall be deemed to be the owner of such vehicle for purposes of this section, shall be subject to liability for such violation pursuant to this section and shall be sent a notice of liability pursuant to Subsection <<https://ecode360.com/15372479>> of this section.

R. Nothing in this section shall be construed to limit the liability of an operator of a vehicle for any violation of Subdivision (d) of § **1111** <https://municipal.codes/NY/VAT/1111> of the Vehicle and Traffic Law.

S. It shall be a defense to any prosecution for a violation of Subdivision (d) of § **1111** <https://municipal.codes/NY/VAT/1111> of the Vehicle and Traffic Law pursuant to this section that such traffic-control indications were malfunctioning at the time of the alleged violation.

T. Advance warning signs.

1) Advance warning signs notifying motorists that traffic control signal violation-monitoring devices are being utilized within the City of Mount Vernon must be identified by appropriate advance warning signs conspicuously posted at portals to the City in a manner approved by the City of Mount Vernon Traffic Engineering Department.

2) Pursuant to the New York State **Vehicle and Traffic Law** <https://municipal.codes/NY/VAT/>, the City of Mount Vernon Department of Public Safety shall utilize sign R10-18 contained in the Federal Highway Administration's Manual of Uniform Traffic Control Devices (MUTCD) as the advance warning sign for placement in the City of Mount Vernon.

3) Pursuant to the MUTCD, the advance warning sign, MUTCD sign R10-18, shall measure approximately 36 inches by 24 inches and shall read “Traffic Laws Photo Enforced” and appear as follows:



[https://ecode360.com/attachment/316832/RLC signs 109-45W\(3\).tif.png](https://ecode360.com/attachment/316832/RLC signs 109-45W(3).tif.png)

4) The advance warning signs shall be in place as soon as practicable at no less than the following locations selected by the City of Mount Vernon Traffic Engineering Department:

- a) The north border with the Town of Eastchester and the Village of Bronxville.
- b) The east border with the Village of Pelham and the Village of Pelham Manor.
- c) The west border with the City of Yonkers.
- d) The south border with the City of New York.

Section 4. Effective Date. This act shall take effect immediately.

New Matter Underlined

Deleted Matter in Brackets []

LOCAL LAW NO. __ OF 2026

**A LOCAL LAW AMENDING THE VEHICLE AND
TRAFFIC LAW AUTHORIZING THE CITY OF MOUNT VERNON TO
ESTABLISH A TRAFFIC-CONTROL SIGNAL PHOTO MONITORING
DEMONSTRATION PROGRAM**

BE IT ENACTED by the City Council of the City of Mount Vernon, in regular session convened, as follows:

Section 1. Title. This Local Law shall be known and may be cited as “A Local Law to Amend the Vehicle and Traffic Law in Relation to Authorizing the City of Mount Vernon to Establish a Traffic-Control Signal Photo Monitoring Demonstration Program.”

Section 2. Legislative Findings and Purpose.

WHEREAS the City Council of the City of Mount Vernon hereby finds that the violation of traffic-control signals poses a significant threat to the health, safety, and welfare of children, pedestrians, and the general public. The Council further finds that traffic-control signal photo monitoring systems have been shown to be an effective tool in deterring violations of traffic control signals and improving traffic safety.

WHEREAS, the purpose of this Local Law is to authorize the City of Mount Vernon, subject to applicable provisions of state law, to establish and operate a Traffic-Control Signal Photo Monitoring Demonstration Program in order to enhance traffic safety, deter violations of traffic-control signals, and protect vulnerable roadway users.

Section 3. Authority. This Local Law is adopted pursuant to the authority granted to municipalities under the New York State Constitution, the Municipal Home Rule Law, and, to the extent applicable, the Vehicle and Traffic Law, including any special legislation authorizing demonstration programs for traffic-control signal photo monitoring systems.

NOW, THEREFORE, BE IT ENACTED by the City Council of the City of Mount Vernon as follows:

Section 1. The vehicle and traffic law is amended by adding a new section 256-7.1 to read as follows:

§256-7.1. Owner liability for failure of operator to comply with traffic-control indications; Mt. Vernon.

A. Notwithstanding any other provision of law, the Department of Public Safety is hereby authorized and empowered to establish a demonstration program imposing monetary liability on the owner of a vehicle for failure of an operator thereof to comply with traffic-control indications in accordance with the provisions of this section. The third-party contractor for purposes of implementation of such program, shall be authorized to install and operate traffic-control signal photo violation-monitoring devices at no more than 25 intersections at any one time.

B. Such demonstration program shall utilize necessary technologies to ensure, to the extent practicable, that photographs produced by such traffic-control signal photo violation-monitoring systems shall not include images that identify the driver, the passengers, or the contents of the vehicle; provided, however, that no notice of liability

issued pursuant to this section shall be dismissed solely because a photograph or photographs allow for the identification of the contents of a vehicle, provided that the City of Mount Vernon has made a reasonable effort to comply with the provisions of this subsection.

C. The owner of a vehicle shall be liable for a penalty imposed pursuant to this section if such vehicle was used or operated with the permission of the owner, express or implied, in violation of Subdivision (d) of § 1111 of the New York State Vehicle and Traffic Law, (hereinafter Vehicle and Traffic Law) and such violation is evidenced by information obtained from a traffic-control signal photo violation-monitoring system; provided, however, that no owner of a vehicle shall be liable for a penalty imposed pursuant to this section where the operator of such vehicle has been convicted of the underlying violation of Subdivision (d) of § 1111 of the Vehicle and Traffic Law.

D. Notwithstanding any other provision of this section, no owner of a vehicle shall be subject to a monetary fine imposed pursuant to this section if the operator of such vehicle was operating such vehicle without the consent of the owner at the time such operator failed to obey a traffic-control indication. For purposes of this subsection, there shall be a presumption that the operator of such vehicle was operating such vehicle with the consent of the owner at the time such operator failed to obey a traffic-control indication.

E. For purposes of this section, “owner” shall mean any person, corporation, partnership, firm, agency, association, lessor, or organization who at the time of the issuance of a notice of violation in which a vehicle is operated:

- 1) Is the beneficial or equitable owner of such vehicle; or
- 2) Has title to such vehicle; or
- 3) Is the registrant or co-registrant of such vehicle which is registered with the Department of Motor Vehicles of the State of New York or any other state, territory, district, province, nation or other jurisdiction; or
- 4) Uses such vehicle in its vehicle-renting and/or -leasing business; or
- 5) Is an owner of such vehicle as defined by § 128 or Subdivision (a) of § 2101 of the Vehicle and Traffic Law.

F. For purposes of this section, "traffic-control signal photo violation-monitoring system" shall mean a device installed to work in conjunction with a traffic-control signal which, during operation, automatically produces two or more photographs, two or more microphotographs, a videotape or other recorded images of each vehicle at

the time it is used or operated in violation of Subdivision (d) of § 1111 of the Vehicle and Traffic Law.

G. A certificate, sworn to or affirmed by a technician employed by the Traffic Engineer, or a facsimile thereof, based upon inspection of photographs, microphotographs, videotape or other recorded images produced by a traffic-control signal photo violation-monitoring system, shall be prima facie evidence of the facts contained therein. Any photographs, microphotographs, videotape or other recorded images evidencing such a violation shall be available for inspection in any proceeding to adjudicate the liability for such violation imposed pursuant to this section.

H. An owner liable for a violation of Subdivision (d) of § 1111 of the Vehicle and Traffic Law pursuant to this section shall be liable for monetary penalties in accordance with a schedule of fines and penalties to be promulgated by the Traffic Violations Bureau. The liability of the owner pursuant to this section shall not exceed \$50 for each violation; provided, however, that such Office may provide for an additional penalty not in excess of \$25 for each violation for the failure to respond to a notice of liability within the prescribed time period. Such Office shall adjudicate liability imposed by this section.

I. An imposition of liability under this section shall not be deemed a conviction as an operator and shall not be made part of the operating record of the person upon whom such liability is imposed, nor shall it be used for insurance purposes in the provision of motor vehicle insurance coverage.

J. A notice of liability shall be sent by first class mail to each person alleged to be liable as an owner for a violation of Subdivision (d) of § 1111 of the Vehicle and Traffic Law pursuant to this section. Personal service on the owner shall not be required. A manual or automatic record of mailing prepared in the ordinary course of business shall be prima facie evidence of the facts contained therein.

K. A notice of liability shall contain the name and address of the person alleged to be liable as an owner for a violation of Subdivision (d) of § 1111 of the Vehicle and Traffic Law pursuant to this section, the registration number of the vehicle involved in such violation, the location where such violation took place, the date and time of such violation and the identification number of the camera which recorded the violation or other document locator number.

L. The notice of liability shall contain information advising the person charged of the manner and the time in which he or she may contest the liability alleged in the notice. Such notice of liability shall also contain a warning to advise the persons charged that failure to contest in the manner and time provided shall be deemed an admission of liability and that a default judgment may be entered thereon.

M. The notice of liability shall be prepared and mailed by the Traffic Violations Bureau.

N. If an owner receives a notice of liability pursuant to this section for any time period during which the vehicle was reported to the Police Department as having been stolen, it shall be a valid defense to an allegation of liability for a violation of Subdivision (d) of § **1111** of the Vehicle and Traffic Law pursuant to this section that the vehicle had been reported to the police as stolen prior to the time the violation occurred and had not been recovered by such time. For purposes of asserting the defense provided by this subsection, it shall be sufficient that a certified copy of the police report on the stolen vehicle be sent by first class mail, return receipt requested, to such Office.

O. If the owner liable for a violation of Subdivision (d) of § **1111** of the Vehicle and Traffic Law pursuant to this section was not the operator of the vehicle at the time of the violation, the owner may maintain an action for indemnification against the operator.

P. An appeal of an adjudication of liability pursuant to this section may be taken in accordance with this article.

Q. An owner who is a lessor of a vehicle to which a notice of liability was issued pursuant to Subdivision H of this section shall not be liable for the violation of Subdivision (d) of § **1111** of the Vehicle and Traffic Law, provided that:

1) Prior to the violation, the lessor has filed with the Office and paid the required filing fee in accordance with the provisions of § **239** of the Vehicle and Traffic Law; and

2) Within 37 days after receiving notice from the Office of the date and time of a liability, together with the other information contained in the original notice of liability, the lessor submits to the Office the correct name and address of the lessee of the vehicle identified in the notice of liability at the time of such violation, together with such other additional information contained in the rental lease or other contract document, as may be reasonably required by the Office pursuant to regulations that may be promulgated for such purpose.

3) Failure to comply with Subsection **Q(1)** or **(2)** of this section shall render the owner liable for the penalty prescribed in this section.

4) Where the lessor complies with the provisions of this subsection, the lessee of such vehicle on the date of such violation shall be deemed to be the owner

of such vehicle for purposes of this section, shall be subject to liability for such violation pursuant to this section and shall be sent a notice of liability pursuant to Subsection H of this section.

R. Nothing in this section shall be construed to limit the liability of an operator of a vehicle for any violation of Subdivision (d) of § 1111 of the Vehicle and Traffic Law.

S. It shall be a defense to any prosecution for a violation of Subdivision (d) of § 1111 of the Vehicle and Traffic Law pursuant to this section that such traffic-control indications were malfunctioning at the time of the alleged violation.

T. Advance warning signs.

1) Advance warning signs notifying motorists that traffic control signal violation-monitoring devices are being utilized within the City of Mount Vernon must be identified by appropriate advance warning signs conspicuously posted at portals to the City in a manner approved by the City of Mount Vernon Traffic Engineering Department.

2) Pursuant to the New York State Vehicle and Traffic Law, the City of Mount Vernon Department of Public Safety shall utilize sign R10-18 contained in the Federal Highway Administration's Manual of Uniform Traffic Control Devices (MUTCD) as the advance warning sign for placement in the City of Mount Vernon.

3) Pursuant to the MUTCD, the advance warning sign, MUTCD sign R10-18, shall measure approximately 36 inches by 24 inches and shall read "Traffic Laws Photo Enforced" and appear as follows:



4) The advance warning signs shall be in place as soon as practicable at no less than the following locations selected by the City of Mount Vernon Traffic Engineering Department:

- a) The north border with the Town of Eastchester and the Village of Bronxville.
- b) The east border with the Village of Pelham and the Village of Pelham Manor.
- c) The west border with the City of Yonkers.
- d) The south border with the City of New York.

Section 4. Effective Date. This act shall take effect immediately.



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1908

Agenda Date: 2/11/2026

Agenda #: 11.

AN ORDINANCE AUTHORIZING THE COLLECTION OF PARKING FEE-IN-LIEU PAYMENTS ASSOCIATED WITH PARKING VARIANCES PENDING THE ADOPTION OF A NEW ZONING ORDINANCE

Whereas, in correspondence dated February 4, 2026, the Commissioner of the Department of Planning and Community Development formally requested authorization for the collection of parking fee-in-lieu payments associated with parking variances granted under the City's zoning code, including but not limited to §267.40, Attachment 3.1; and

Whereas, the City of Mount Vernon has adopted a Comprehensive Plan that establishes goals to encourage sustainable development, transit-oriented growth, housing choice, and economic vitality; and

Whereas, the Department of Planning and Community Development has identified inconsistencies between the goals of the adopted Comprehensive Plan and the City's existing zoning code, particularly with respect to off-street parking requirements and associated fee-in-lieu provisions; and

Whereas, the current zoning code requires payment of parking fee-in-lieu fees pursuant to §267.40, Attachment 3.1, which mandates two (2) parking spaces per dwelling unit for multi-residential developments, without differentiation based on unit size, location, or proximity to public transit; and

Whereas, Mount Vernon is unique among neighboring municipalities in applying a uniform parking requirement of two (2) spaces per dwelling unit, regardless of dwelling size, resulting in studio and one-bedroom units being subject to the same parking requirements as larger units; and

Whereas, this requirement has led to a substantial number of development proposals seeking parking variances from the Zoning Board of Appeals, including approximately forty-four percent (44%) of all Zoning Board of Appeals submittals in 2025; and

Whereas, under the current zoning framework, parking fee-in-lieu payments are required following approval of a parking variance by the Zoning Board of Appeals and prior to the issuance of a certificate of occupancy; and

Whereas, the enforcement of parking fee-in-lieu payments has historically been inconsistent, resulting in fairness concerns, delays in land use approvals, and undue financial burdens on small- and medium-sized property owners; and

Whereas, parking fee-in-lieu amounts for current development proposals frequently range between Fifty Thousand Dollars (\$50,000) and Two Hundred Fifty Thousand Dollars (\$250,000),

rendering many otherwise compliant and beneficial projects financially infeasible, particularly smaller developments of fewer than twenty (20) dwelling units; and

Whereas, the requirement to seek variances for parking standards that are widely anticipated to be modified under future zoning regulations imposes unnecessary procedural burdens, slows project review, and discourages new development; and

Whereas, the City has committed, through its Consolidated Plan submitted to the U.S. Department of Housing and Urban Development, to affirmatively further fair housing choice in compliance with the Fair Housing Act of 1964 and related laws; and

Whereas, housing choice includes the availability of a range of housing types, including smaller rental buildings and developments that may not be able to accommodate the current parking requirements without variances; and

Whereas, the City is in the process of preparing a new zoning ordinance that is expected to reintroduce parking fee-in-lieu provisions aligned with lower, more realistic parking ratios reflective of unit size, location, and transit access; and

Whereas, the City Council finds that suspending the collection of parking fee-in-lieu payments on a temporary basis will advance the goals of the Comprehensive Plan, promote equitable development, and avoid unnecessary hardship pending adoption of the new zoning ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, NEW YORK, AS FOLLOWS:

Section 1. Suspension of Parking Fee-In-Lieu Payments. The collection of parking fee-in-lieu payments associated with parking variances granted under the City’s zoning code, including but not limited to §267.40, Attachment 3.1, is hereby suspended.

Section 2. Applicability. This suspension shall apply to all development applications requiring parking variances that receive approval from the Zoning Board of Appeals during the suspension period, including applications pending at the time this Ordinance takes effect, provided that no parking fee-in-lieu payment has already been collected.

Section 3. Duration of Suspension. The suspension established by this Ordinance shall remain in effect until the earlier of:

- A. The adoption of a new zoning ordinance by the City Council; or
- B. Twenty-four (24) months from the effective date of this Ordinance, unless extended by further legislative action of the City Council.

Section 4. No Refunds. Nothing herein shall be construed to authorize the refund of any parking fee-in-lieu payments collected prior to the effective date of this Ordinance.

Section 5. Severability. If any provision of this Ordinance is held 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 adoption by the City Council and subsequent approval by the Board of Estimate and Contract.



**Planning and Community
Development Department**
ONE ROOSEVELT SQUARE
MOUNT VERNON, NEW YORK 10550
PHONE: (914) 840-4032F OR EMAIL
ptarlow@cmvny.com

James Rausse, FAICP, WEDG
Commissioner

Pamela J. Tarlow, Esq.
Deputy Commissioner of Planning and
Community Development

February 4, 2026

City Council
City Hall
One Roosevelt Square
Mount Vernon, NY 10550

RE: PARK IN LIEU FEES FOR PARKING VARIANCES

Honorable City Councilmembers,

The Department of Planning and Community Development has identified an inconsistency between the goals in the adopted Comprehensive Plan and the existing, outdated zoning code. To encourage successful development proposals in 2026 that are consistent with the adopted Comprehensive Plan, we respectfully request for the City Council to consider suspending this fee-in-lieu provision until the new zoning ordinance is adopted. The new zoning should re-introduce a fee-in-lieu for parking (perhaps at a higher rate), but with lower parking ratios that reflect realistic need and what is realistically achievable given the City's smaller lot sizes. This will incentivize applicants to provide the parking that is necessary, but not raise the cost of doing business in Mount Vernon.

Currently, the City has developers that are required to pay parking in lieu fees based on the existing zoning code. Attached is the adopted fee program requirement, §267.40 attachment 3.1 The fee requires, for multi-residential users, 2 parking spots per dwelling unit. It does not differentiate based on location or size. Mount Vernon is unique in requiring a blanket provision of 2 spaces for all dwelling units, regardless of size. While this is typically not an issue for single-family or two-family homes, almost every multi-family development proposal requires a parking variance unless the project is a large, new construction building with a self-contained garage. This oddity can be expressed in an extreme: a studio apartment (where the average occupancy is 1.5 people) would need two parking spots, even in a transit-oriented development area where the resident is more likely to be dependent on public transportation.

This fee should be collected after a Zoning Board of Appeals ("ZBA") action allowing a variance for parking and before the certificate of occupancy is issued.

Historically, there has been inconsistent enforcement of these fees, creating issues of across-the-board fairness with who these fees are applied to, delays in land use board decisions, and placing undue burden on small to medium-sized property owners who do not have the means nor wherewithal to cover these fees. This has resulted Mount Vernon has parking requirements that are much higher, and less flexible, than neighboring municipalities. Most municipalities have parking ratios that are scaled to the size of a dwelling unit, with two or three-bedroom units requiring more parking per unit, and studio and one-bedroom units requiring less parking per unit

The fact that many parking variances are required in Mount Vernon, has meant that these applications have been burdened by payment-in-lieu fees for parking requirements that cannot realistically be met. Parking variances were required in 44 % of the submittals in 2025 to the ZBA.

It should also be noted that requiring something that has a likely outcome of approval, slows down processing of more complex issues, and deters new development.



**Planning and Community
Development Department**
ONE ROOSEVELT SQUARE
MOUNT VERNON, NEW YORK 10550
PHONE: (914) 840-4032F OR EMAIL
ptarlow@cmvny.com

James Rausse, FAICP, WEDG
Commissioner

Pamela J. Tarlow, Esq.
Deputy Commissioner of Planning and
Community Development

Ultimately, the City's goal (as noted in the Comprehensive Plan) is to reduce parking for transit-supported developments after our new zoning is written. The aim is that Mount Vernon will join our neighbors in requiring lower parking ratios for apartment buildings near transit, which means that many of our current development proposals will ultimately comply with future parking requirements and not need variances (or need to pay fees-in-lieu). However, for these proposals to move forward now (under current zoning), applicants are often looking at parking fees-in-lieu of between \$50k and \$250K, which effectively make their proposals financially unfeasible, especially small development projects under 20 units.

Mount Vernon has committed to fair housing choice as part of the Consolidated Plan submitted to HUD and to comply with the Fair Housing Act of 1964 et al. Choice includes residents who may wish to live in smaller rental buildings as much as living in single family homes or large luxury buildings. In keeping the City's regulations open to providing choice, the City Council should consider this fee as burdensome at this time.

Staff hereby requests that this fee be suspended until it is reconciled as part of a new zoning code, which should be adopted within the next 18-24 months.

The City of Mount Vernon remains committed to advancing policies that promote housing opportunity. I respectfully request the City Council's consideration of this legislation and welcome the opportunity to provide additional information as needed.

Sincerely,

JAMES RAUSSE, FAICP, WEDG

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

Attachment

ZONING

267 Attachment 3

City of Mount Vernon

Off-Street Parking and Loading Space Requirements
[Amended 4-28-1999, approved 4-30-1999; 7-8-2009 by L.L. No. 2-2009; 5-28-2025, approved 5-28-2025]

Use	Minimum Number of Parking Spaces	Minimum Number of Loading Spaces
Residential		
One-family dwellings (R1-3,6)	1 per dwelling unit, which shall be in a garage	
One-family dwellings (R1-4,5 + R1-7)	2 per dwelling unit, at least one of which shall be in a garage	
Two-family dwellings (R2-4,5)	1 per dwelling unit, both of which shall be in a garage	
Attached one-family dwelling units	2 per dwelling unit, at least 1 of which shall be in a garage	
Multifamily dwellings	2 per dwelling unit; 0.25 per dwelling unit for publicly assisted senior citizen housing	
Recreation		
Athletic facilities accessory to a private school, university or college	0.1 per seat	
Tennis courts	5 per court	
Squash, handball, racquetball and similar courts	2 per court	
Bowling alleys	4 per alley	
Theaters	1 per 3 seats	
Commercial indoor recreation facilities and health clubs	5 per 1,000 square feet of GFA	Up to 10,000 square feet: 1 For each additional 100,000 square feet or major portion thereof: 1 additional
Indoor recreation or amusement facilities ²		
Semipublic		
Hospitals	2.5 per bed or 1 per 400 square feet of GFA, whichever is greater	1 per 100,000 square feet of GFA or major portion thereof
Churches or other places of worship	1 per 3 seats, plus 1 per 100 square feet of floor space used for additional public assembly	
Convents/monasteries	0.1 per bed	
Community facilities		
Dormitory-care facilities	1 per 3 beds	0 to 30 beds: none; 31 to 100 beds: 1; 101 to 200 beds: 2; over 200 beds: 3
Libraries	3.3 per 1,000 square feet of GFA	
Commercial		

MOUNT VERNON CODE

Use	Minimum Number of Parking Spaces	Minimum Number of Loading Spaces
Business, professional or governmental offices	1 per 300 square feet of GFA	0 to 5,000 square feet: none; 5,000 to 75,000 square feet: 1; each additional 75,000 square feet or major portion thereof: 1 additional
Medical/dental offices	1 per 300 square feet of GFA	Same as above
Animal hospitals	Same as medical/dental offices	Same as above
Office in residence of a professional person	2	Same as above
Hotels	1 per guest room, plus 1 per employee, plus additional spaces as required for other uses	1 for the first 100 units, plus 1 for each additional 100 units or major portion thereof, plus additional spaces as required for other uses
Retail stores, shops and personal service establishments	1 per 200 square feet	0 to 5,000 square feet: none; 5,000 to 15,000 square feet: 1; 15,000 to 30,000 square feet: 2; 30,000 to 60,000 square feet: 3; 60,000 to 100,000 square feet: 4; for each additional 50,000 square feet or major portion thereof: 1 additional
Retail laundries or retail dry cleaners	Same as above	Same as above
Banks	5 per teller station, or 1 per 300 square feet of GFA, whichever is greater, plus 5 queuing spaces per drive-up window	Same as above
Restaurants	1 per 3 seats or 1 per 100 square feet of GFA, whichever is greater	Same as above
Restaurants, carry-out	Same as above	Same as above
Restaurants, fast-food	Same as above	Same as above
Bars, nightclubs and catering halls	Same as above, plus 5 queuing spaces per drive-up window	Same as above
Funeral parlors	1 per 3 seats or 1 per 100 square feet of GFA, whichever is greater	0 to 5,000 square feet: none; 5,000 to 15,000 square feet: 1; 15,000 to 30,000 square feet: 2; 30,000 to 60,000 square feet: 3; 60,000 to 100,000 square feet: 4; for each additional 50,000 square feet or major portion thereof: 1 additional
Motor vehicle filling stations	For assembly rooms: 1 per 50 square feet of GFA or 1 per 3 seats, whichever is greater, plus 1 per commercial vehicle kept on the lot	Same as above
Motor vehicle service and repair facilities	1 per pump island, plus 5 per service bay	Same as above
Motor vehicle dealerships	5 per service bay	Same as above
Motor vehicle body repair shops	Sales: 1 per 300 square feet of GFA; Service: 5 per service bay	Same as above
Car wash	5 per service bay	Same as above
Industrial	10 queuing spaces per bay, plus 1 per 1,000 square feet of GFA	Same as above
Manufacturing, fabrication, finishing or assembling of products	1 per 1,000 square feet of GFA, plus 1 per commercial vehicle kept on the lot	0 to 10,000 square feet: 1, plus 1 for each additional 20,000 square feet or major portion thereof
Wholesale business, storage, distribution or warehousing	1 per 3,000 square feet of GFA, plus 1 per commercial vehicle kept on the lot	Same as above



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1926

Agenda Date: 2/11/2026

Agenda #: 12.

City Council:

**AN ORDINANCE RESCINDING THE
RECOMMENDATION FOR THE SALE OF
CERTAIN CITY-OWNED REAL PROPERTY
LOCATED AT 328 SOUTH 1ST AVENUE, MOUNT
VERNON, NEW YORK (PARCEL ID: 169.31.3120.01)**

Whereas, in correspondence dated February 2, 2026, the Secretary of the Real Estate Committee formally requested that the City Council rescinds and nullifies any prior recommendation, authorization, or approval to convey the City-owned real property located at 328 South 1st Avenue, Mount Vernon, New York, Parcel ID: 169.31.3120.01, to Alonzo Webb of Webb Development Services Corp. for the sum of \$200,000.00; and

Whereas, the City of Mount Vernon is the owner of certain real property located at 328 South 1st Avenue, Mount Vernon, New York, identified on the City Tax Map as Parcel ID: 169.31.3120.01 (the “Property”); and

Whereas, the Property was acquired by the City through foreclosure due to the non-payment of real property taxes; and

Whereas, by letter dated November 21, 2025, the Mayor requested that the City Council consider and approve authorization to convey the Property to Alonzo Webb of Webb Development Services Corp. for the total sum of \$200,000.00 (Two Hundred Thousand Dollars); and

Whereas, subsequent review confirmed that the proposed purchase price of \$200,000.00 did not constitute the next-highest bid for the Property; and

Whereas, this discrepancy resulted from an inadvertent system-related miscalculation affecting the bid evaluation process; and

Whereas, all documentation and circumstances relating to this error were reviewed by the City Council Real Estate Committee at its meeting held on January 30, 2026; and

Whereas, the Real Estate Committee, by unanimous vote, approved a recommendation to rescind the prior recommendation for sale of the Property; and

Whereas, by letter dated February 2, 2026, the Mayor formally requested that the City Council rescind the prior recommendation authorizing the conveyance of the Property;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON:

Section 1. Rescission of Prior Recommendation. The City Council hereby rescinds and

nullifies any prior recommendation, authorization, or approval to convey the City-owned real property located at 328 South 1st Avenue, Mount Vernon, New York, Parcel ID: 169.31.3120.01, to Alonzo Webb of Webb Development Services Corp. for the sum of \$200,000.00.

Section 2. No Authorization to Convey. No conveyance, transfer, or disposition of the Property shall occur pursuant to the rescinded recommendation, and any such action previously contemplated is hereby deemed void and of no further force or effect.

Section 3. Authority to Take Administrative Action. The Mayor, Corporation Counsel, and all other appropriate City officials are hereby authorized to take any and all administrative actions necessary to effectuate the intent of this Ordinance.

Section 4. Severability. If any provision of this Ordinance is held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining provisions.

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



CITY OF MOUNT VERNON, N.Y.
Real Estate Committee – 2025
City Hall, One Roosevelt Square
Mount Vernon, NY 10550

REAL ESTATE COMMITTEE

Derrick Thompson – City Council President
Dr. Darren Morton – Chairman
Stephanie Vanderpool – Co-Chair
Antoinette Anderson - Secretary

February 2, 2026

Honorable City Council Members
City Of Mount Vernon
1 Roosevelt Square
Mount Vernon, NY 10552

Re: *Rescind the recommend of the Sale of City-Owned Properties Located at 328 South 1st Avenue, Mount Vernon, NY Parcel ID: 169.31.3120.01*

A letter dated November 21, 2025, requested that the City Council consider and approve the Mayor's authorization to convey Parcel ID: 169.31.3120.01, located at 328 South 1st Avenue, to Alonzo Webb of Webb Development Services Corp. for the total sum of \$200,000 (Two Hundred Thousand Dollars).

This letter, dated February 2, 2026, respectfully requests that the City Council rescind that recommendation. The amount of \$200,000 has been confirmed to not be the next highest bid for the property. This discrepancy resulted from an inadvertent system-related miscalculation.

This property was acquired by the City through foreclosure for non-payment of taxes. All documentation pertaining to this error was reviewed by the Real Estate Committee on January 30, 2026. By unanimous vote, the Committee approved a recommendation to rescind the prior offer.

If this request meets with the City Council's approval, I respectfully ask that the necessary legislation be enacted to reflect this action.

Thank you for your attention to this matter.

Sincerely,

Antoinette Anderson

Secretary, Real Estate Committee



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1925

Agenda Date: 2/11/2026

Agenda #: 13.

City Council:

**AN ORDINANCE AUTHORIZING THE SALE
AND CONVEYANCE OF CITY-OWNED PROPERTY
LOCATED AT 328 SOUTH 1ST AVENUE, MOUNT
VERNON, NEW YORK (PARCEL ID: 169.31.3120.01)**

Whereas, in correspondence dated February 2, 2025, the Secretary of the Real Estate Committee formally requested that the City Council authorize the sale and conveyance of the City-owned real property located at 328 South 1st Avenue, Mount Vernon, New York, identified as Parcel ID: 169.31.3120.01, to Jeannette Garcia; and

Whereas, the City of Mount Vernon is the owner of certain real property located at 328 South 1st Avenue, Mount Vernon, New York, designated on the City Tax Map as Parcel ID: 169.31.3120.01 (the "Property"); and

Whereas, the City, through its established disposition and bidding process, solicited bids for the sale of the Property in accordance with applicable law and municipal procedures; and

Whereas, a prior recommendation concerning the disposition of the Property was subsequently determined to have resulted from an inadvertent system-related miscalculation; and

Whereas, upon discovery of said miscalculation, the information relating to the Property and the submitted bids was reviewed by the City's Real Estate Committee on January 30, 2026; and

Whereas, following such review, the Real Estate Committee, by unanimous vote, confirmed Jeannette Garcia as the next highest responsible bidder who was found to be in full compliance with the bidding process; and

Whereas, the Real Estate Committee has recommended that the City convey the Property to Jeannette Garcia for the total purchase price of \$250,000.00 (Two Hundred Fifty Thousand Dollars); and

Whereas, the City Council finds that the sale of the Property under the terms recommended is in the best interests of the City of Mount Vernon;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON AS FOLLOWS:

Section 1. Authorization to Sell Property. The City Council hereby authorizes the sale and conveyance of the City-owned real property located at 328 South 1st Avenue, Mount Vernon, New York, identified as Parcel ID: 169.31.3120.01, to Jeannette Garcia.

Section 2. Purchase Price. The authorized sale shall be for a total purchase price of

\$250,000.00 (Two Hundred Fifty Thousand Dollars), payable in accordance with the terms and conditions approved by the City.

Section 3. Authorization to Execute Documents. The Mayor is hereby authorized and directed to execute any and all deeds, contracts, closing documents, and other instruments necessary or incidental to effectuate the sale and conveyance of the Property, with approval as to form by the Corporation Counsel.

Section 4. Compliance with Law. The sale and conveyance authorized herein shall be subject to all applicable federal, state, and local laws, rules, regulations, and policies governing the disposition of municipal real property.

Section 5. Severability. If any provision of this Ordinance shall be adjudged invalid or unenforceable by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the remaining provisions.

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



CITY OF MOUNT VERNON, N.Y.
Real Estate Committee – 2025
City Hall, One Roosevelt Square
Mount Vernon, NY 10550

REAL ESTATE COMMITTEE

Derrick Thompson – City Council President
Dr. Darren Morton – Chairman
Stephanie Vanderpool – Co-Chair
Antoinette Anderson - Secretary

February 2, 2026

Honorable City Council Members
City Of Mount Vernon
1 Roosevelt Square
Mount Vernon, NY 10552

Re: Recommend the Sale of City-Owned Properties Located at 328 South 1st Avenue, Mount Vernon, NY
Parcel ID: 169.31.3120.01

Dear Honorable Council Members,

I respectfully submit this request for your consideration and approval to authorize the Mayor to convey Parcel ID: 169.31.3120.01, located at 328 South 1st Avenue, to Jeannette Garcia for the total sum of \$250,000 (Two Hundred and Fifty Thousand).

The previous recommendation was determined to be the result of an inadvertent system-related miscalculation. The information regarding the property was reviewed by the Real Estate Committee on January 30, 2026. By unanimous vote, Ms. Garcia was confirmed as the next highest bidder and found to be in full compliance with the bidding process.

If this request meets with the City Council's approval, I respectfully ask that the necessary legislation be enacted to reflect this action. Thank you for your attention to this matter.

Sincerely,

Antoinette Anderson

Secretary, Real Estate Committee



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
CITY HALL, MOUNT
VERNON, NEW YORK
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File #: TMP -1929

Agenda Date: 2/11/2026

Agenda #: 14.

City Council:

LOCAL LAW NO. ___ OF 2025

A LOCAL LAW AUTHORIZING THE AMENDMENT OF THE CITY CHARTER REGARDING THE BUDGET SCHEDULE

BE IT ENACTED by the City Council of the City of Mount Vernon, in regular session convened, as follows:

Section 1. Title. This enactment shall be known as “A Local Law Amending the Charter of the City of Mount Vernon to Establish a Revised Budget Schedule and Procedures.”

Section 2. Purpose. The purpose of this Local Law is to improve the City’s annual budget process by establishing a clear, transparent, and inclusive schedule that enhances collaboration among the Mayor, the Board of Estimate and Contract (BOE), the Comptroller, and the City Council. The revised process introduces the use of a Draft Annual Estimate (“DAE”) as a working document to promote early review, feedback, and public engagement prior to final budget adoption.

Section 3. Amendment to the City Charter. The Charter of the City of Mount Vernon is hereby amended to establish a revised budget schedule and procedures, which shall read as follows:

Section 4. Budget Schedule.

A. Department Submissions. On or before August 31 of each fiscal year, all Department Heads shall submit proposed departmental budgets to the Mayor’s Office.

B. Submission of Draft Annual Estimate (DAE). At the first regularly scheduled September meeting of the Board of Estimate and Contract (BOE), and no later than September 16, the Mayor shall submit a Draft Annual Estimate (“DAE”) to the BOE.

1. The DAE shall serve solely as a working document and shall not be subject to a BOE vote.

2. Upon submission, the DAE shall be referred to the Comptroller and to the City Council for review and comment.

C. Comptroller’s Review and Fiscal Statement. By October 15, the Comptroller shall issue public statements detailing the City’s reserves, health and dental insurance costs, retirement and pension obligations, delinquent school tax reserves, and any other items necessary for financial analysis of the estimate.

By the same date, both the Comptroller and the City Council Finance Committee shall submit written comments and recommendations regarding the DAE.

D. Presentation of Proposed Annual Estimate. At the last regularly scheduled October meeting of the BOE, the Proposed Annual Estimate shall be presented.

1. The BOE shall, at this meeting, set the date for the required public hearing.
2. Public notice of the hearing shall be issued by the next business day.
3. The public hearing shall be held **no later than November 19.**

E. Adoption by the Board of Estimate and Contract. No later than November 23, the BOE shall vote on and adopt the Proposed Annual Estimate and refer it to the City Council for consideration.

F. City Council Public Hearing and Adoption.

1. No later than **December 5**, the City Council shall establish and hold a public hearing on the Proposed Annual Estimate on the next available business day.
2. Within **seven (7) calendar days** following the public hearing, the City Council shall vote to adopt the **Final Annual Budget.**

Section 5. Implementation and Oversight. All officers, departments, and agencies of the City of Mount Vernon shall comply with the provisions of this Local Law and the amended Charter schedule. The Department of Finance shall provide administrative support and coordination to ensure the timely execution of each stage of the budget process.

Section 6. Effective Date. This Local Law shall take effect upon its adoption by the City Council and approval by the Board of Estimate and Contract and shall apply beginning with the preparation and adoption of the Fiscal Year 2026 Budget and for all subsequent fiscal years.

New matter underlined

Deleted matter in brackets []

LOCAL LAW NO. ___ OF 2026

A LOCAL LAW AUTHORIZING THE
AMENDMENT OF THE CITY CHARTER
REGARDING THE BUDGET SCHEDULE

BE IT ENACTED by the City Council of the City of Mount Vernon, in regular session convened, as follows:

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1. The DAE shall serve solely as a working document and shall not be subject to a BOE vote.

2. Upon submission, the DAE shall be referred to the Comptroller and to the City Council for review and comment.

C. Comptroller’s Review and Fiscal Statement. By October 15, the Comptroller shall issue public statements detailing the City’s reserves, health and dental insurance costs, retirement and pension obligations, delinquent school tax reserves, and any other items necessary for financial analysis of the estimate.

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Section 6. Effective Date. This Local Law shall take effect upon its adoption by the City Council and approval by the Board of Estimate and Contract and shall apply beginning with the preparation and adoption of the Fiscal Year 2026 Budget and for all subsequent fiscal years.

New matter underlined

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City of Mount Vernon, New York

Staff Report

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File #: TMP -1930

Agenda Date: 2/11/2026

Agenda #: 15.

**LOCAL LAW NO. __ OF 2026
A LOCAL LAW AMENDING ARTICLE XV OF THE CHARTER OF
THE CITY OF MOUNT VERNON TO ESTABLISH AN
INSTALLMENT PAYMENT PLAN FOR DELINQUENT PROPERTY
TAXES**

BE IT ENACTED by the City Council of the City of Mount Vernon, in regular session convened, as follows:

Section 1. Title. This enactment shall be known as “A Local Law Amending Article XV of the Charter of the City of Mount Vernon to Establish an Installment Payment Plan for Delinquent Property Taxes”, is hereby amended to read as follows:

NOW, THEREFORE, it is the intent of the City Council of the City of Mount Vernon to amend the Tax Law to effectuate the purposes set forth in this Local Law.

The tax law is amended by adding a new section 240.1 to read as follows

§ 240.1. Installment payment of eligible delinquent taxes.

1. The City Council of the City of Mount Vernon is hereby authorized and empowered to enact and amend a local law providing for the installment payment of eligible delinquent taxes. Such installment payment of eligible delinquent taxes shall commence upon the signing of an agreement between the enforcing officer and the eligible owner. The agreement shall be kept on file in the office of the enforcing officer.
2. The first payment required for an installment plan must be at least 10% of the delinquent taxes, assessments, or other charges, rather than the previous 25%.
3. The installment plans are subject to specific durations: a maximum of 10 years for seniors earning 40% or less of the area median income, 5 years for residential property owners, and 3 years for all other property owners.
4. The installment plans must provide flexibility for monthly or quarterly payments.
5. A property owner shall not be eligible to enter into an agreement pursuant to this section where:
 - (a) there is a delinquent tax lien on the same property for which the application is made or on another property owned by such person and such delinquent tax lien is not eligible to be made part of the agreement pursuant to this section;
 - (b) such person is the owner of another parcel within the tax district on which there is a delinquent tax lien, unless such delinquent tax lien is eligible to be and is made part of the agreement pursuant to this section;
 - (c) such person was the owner of property on which there existed a delinquent tax lien and which lien was foreclosed within three years of the date on which an application is made to execute an agreement pursuant to this section; or

- (d) such person defaulted on an agreement executed pursuant to this section within three years of the date on which an application is made to execute an agreement pursuant to this section.
- 6. A property owner shall be eligible to enter into an agreement pursuant to this section no earlier than thirty days after the delivery of the return of unpaid taxes to the enforcing officer.
- 7. The amount due under an installment agreement shall be the eligible delinquent taxes plus the interest that is to accrue on each installment payment up to and including the date on which each payment is to be made. The agreement shall provide that the amount due shall be paid, as nearly as possible, in equal amounts on each payment due date. Each installment payment shall be due on the last day of the month in which it is payable.
- 8. Interest and penalties. Interest on the total amount of eligible delinquent taxes, less the amount of the down payment made by the eligible owner, if any is required, shall be that amount as determined pursuant to the applicable sections of this chapter, or such other law as may be applicable. The rate of interest in effect on the date the agreement is signed shall remain constant during the period of the agreement. If an installment is not paid on or before the date it is due, interest shall be added at the applicable rate for each month or portion thereof until paid. In addition, if an installment is not paid by the end of the fifteenth calendar day after the payment due date, a late charge of five percent of the overdue payment shall be added.
- 9. Waiver of interest and penalties for certain eligible deployed military members. The City of Mount Vernon may waive interest, penalties, and fees as would otherwise be imposed pursuant to this section, provided that:

 - (a) the financial hardship was caused in substantial part by the owner's having been ordered to active military duty in the United States armed forces, including the reserve components of such armed forces;
 - (b) the deployment lasted for at least six contiguous months, or the owner was killed in action during such activation; and
- 10. Default

 - (a) The eligible owners shall be deemed to be in default of the agreement upon:

 - (i) non-payment of any installment within thirty days from the payment due date;
 - (ii) non-payment of any tax, special ad valorem levy or special assessment which is levied subsequent to the signing of the agreement by the tax district, and which is not paid prior to the receipt of the return of unpaid taxes by the enforcing officer; or
 - (iii) default of the eligible owner on another agreement made and executed pursuant to this section.
 - (b) In the event of a default, the tax district shall have the right to require the entire unpaid balance, with interest and late charges, to be paid in full. The tax district shall also have the right to enforce the collection of the delinquent tax lien pursuant to the applicable sections of law, special tax act, charter, or local law.
 - (c) Where an eligible owner is in default and the tax district does not either require the eligible owner to pay in full the balance of the delinquent taxes or elect to institute foreclosure proceedings, the tax district shall not be deemed to have waived the right to

do so.

11. Notification of potential eligible owners.

(a) Within forty-five (45) days after receiving the return of unpaid taxes from the collecting officer, or as soon thereafter as is practicable, the enforcing officer shall notify, by first-class mail, all potential eligible owners of their possible eligibility to make installment payments on such tax delinquencies. The enforcing officer shall add one dollar to the amount of the tax lien for such mailing if the local law provides for such a charge.

(b) The failure to mail any such notice, or the failure of the addressee to receive the same, shall not in any way affect the validity of taxes or interest prescribed by law with respect thereto.

(c) The enforcing officer shall not be required to notify the eligible owner when an installment is due.

12. Where an installment agreement so provides, the lien or liens to which the agreement relates may be sold to the state of New York municipal bond bank agency, or a tax lien entity created thereby, pursuant to title five of this article. In case of such a sale, the rights and duties of the tax district under the agreement shall be assumed by the tax lien purchaser. The tax lien purchaser shall continue to allow the owner or owners to make installment payments in the amounts and at the times specified in the agreement, as they did prior to the sale to the tax lien purchaser. However, such payments shall be made to the tax lien purchaser or its tax collection agent, rather than to the tax district, unless the tax district and the tax lien purchaser have agreed otherwise.

13. The provisions of this section shall not affect the tax lien against the property except that the lien shall be reduced by the payments made under an installment agreement, and that the lien shall not be foreclosed during the period of installment payments, provided that such installment payments are not in default.

Section 2. Implementation and Oversight. All officers, departments, and agencies of the City of Mount Vernon shall comply with the provisions of this Local Law. The Department of Finance shall provide administrative support and coordination to ensure the timely collection of delinquent property taxes.

Section 3. Effective Date. This act shall take effect immediately; provided, however, that the provisions of this act shall expire ten years after such effective date, when upon such date the provisions of this act shall be deemed repealed.

New Matter Underlined
Deleted Matter in Brackets []

LOCAL LAW NO. __ OF 2026

A LOCAL LAW AMENDING CHARTER OF THE CITY OF MOUNT
VERNON TO ESTABLISH AN INSTALLMENT PAYMENT PLAN FOR
DELINQUENT PROPERTY TAXES

BE IT ENACTED by the City Council of the City of Mount Vernon, in regular session convened, as follows:

Section 1. Title. This enactment shall be known as “A Local Law Amending the Charter of the City of Mount Vernon to Establish an Installment Payment Plan for Delinquent Property Taxes, is hereby amended to read as follows:

NOW, THEREFORE, it is the intent of the City Council of the City of Mount Vernon to amend the Tax Law of the City of Mount Vernon to effectuate the purposes set forth in this Local Law.

The tax law is amended by adding a new section 240.1 to read as follows

§ 240.1. Installment payment of eligible delinquent taxes.

1. The City Council of the City of Mount Vernon is hereby authorized and empowered to enact and amend a local law providing for the installment payment of eligible delinquent taxes. Such installment payment of eligible delinquent taxes shall commence upon the signing of an agreement between the enforcing officer and the eligible owner. The agreement shall be kept on file in the office of the enforcing officer.
2. The first payment required for an installment plan must be at least 10% of the delinquent taxes, assessments, or other charges, rather than the previous 25%.
3. The installment plans are subject to specific durations: a maximum of 10 years for seniors earning 40% or less of the area median income, 5 years for residential property owners, and 3 years for all other property owners.
4. The installment plans must provide flexibility for monthly or quarterly payments.
5. A property owner shall not be eligible to enter into an agreement pursuant to this section where:
 - (a) there is a delinquent tax lien on the same property for which the application is made or on another property owned by such person and such delinquent tax lien is not eligible to be made part of the agreement pursuant to this section;

- (b) such person is the owner of another parcel within the tax district on which there is a delinquent tax lien, unless such delinquent tax lien is eligible to be and is made part of the agreement pursuant to this section;
 - (c) such person was the owner of property on which there existed a delinquent tax lien and which lien was foreclosed within three years of the date on which an application is made to execute an agreement pursuant to this section; or
 - (d) such person defaulted on an agreement executed pursuant to this section within three years of the date on which an application is made to execute an agreement pursuant to this section.
- 6. A property owner shall be eligible to enter into an agreement pursuant to this section no earlier than thirty days after the delivery of the return of unpaid taxes to the enforcing officer.
- 7. The tax law is amended by adding a new section 1202-kkk to read as follows he amount due under an installment agreement shall be the eligible delinquent taxes plus the interest that is to accrue on each installment payment up to and including the date on which each payment is to be made. The agreement shall provide that the amount due shall be paid, as nearly as possible, in equal amounts on each payment due date. Each installment payment shall be due on the last day of the month in which it is to be paid.
- 8. Interest and penalties. Interest on the total amount of eligible delinquent taxes, less the amount of the down payment made by the eligible owner, if any is required, shall be that amount as determined pursuant to the applicable sections of this chapter, or such other law as may be applicable. The rate of interest in effect on the date the agreement is signed shall remain constant during the period of the agreement. If an installment is not paid on or before the date it is due, interest shall be added at the applicable rate for each month or portion thereof until paid. In addition, if an installment is not paid by the end of the fifteenth calendar day after the payment due date, a late charge of five percent of the overdue payment shall be added.
- 9. Waiver of interest and penalties for certain eligible deployed military members. A county, city, town, village or other taxing entity may adopt a local law, resolution or ordinance to waive interest, penalties and fees as would otherwise be imposed pursuant to this section, provided that:
 - (a) the financial hardship was caused in substantial part by the owner's having been ordered to active military duty in the United States armed forces including the reserve components of such armed forces;
 - (b) the deployment lasted for at least six contiguous months, or the owner was killed in acting 2 during such activation; and
 - (c) the owner provides satisfactory written evidence as prescribed in the local law, resolution or ordinance that the chief elected officer or such

county, city, town, village or taxing entity, or their designee, or any other official that may be designated by such law, ordinance or regulation.

8. Default

(a) The eligible owners shall be deemed to be in default of the agreement upon:

(i) non-payment of any installment within thirty days from the payment due date;

(ii) non-payment of any tax, special ad valorem levy or special assessment which is levied subsequent to the signing of the agreement by the tax district, and which is not paid prior to the receipt of the return of unpaid taxes by the enforcing officer; or

(iii) default of the eligible owner on another agreement made and executed pursuant to this section.

(b) In the event of a default, the tax district shall have the right to require the entire unpaid balance, with interest and late charges, to be paid in full. The tax district shall also have the right to enforce the collection of the delinquent tax lien pursuant to the applicable sections of law, special tax act, charter or local law.

(c) Where an eligible owner is in default and the tax district does not either require the eligible owner to pay in full the balance of the delinquent taxes or elect to institute foreclosure proceedings, the tax district shall not be deemed to have waived the right to do so.

9. Notification of potential eligible owners.

(a) Within forty-five (45) days after receiving the return of unpaid taxes from the collecting officer, or as soon thereafter as is practicable, the enforcing officer shall notify, by first class mail, all potential eligible owners of their possible eligibility to make installment payments on such tax delinquencies. The enforcing officer shall add one dollar to the amount of the tax lien for such mailing, if the local law provided for such a charge.

(b) The failure to mail any such notice, or the failure of the addressee to receive the same, shall not in any way affect the validity of taxes or interest prescribed by law with respect thereto.

(c) The enforcing officer shall not be required to notify the eligible owner when an installment is due.

10. Where an installment agreement so provides, the lien or liens to which the agreement relates may be sold to the state of New York municipal bond bank agency, or a tax lien entity created thereby, pursuant to title five of this article. In case of such a sale, the rights and duties of the tax district under the agreement shall be assumed by the tax lien purchaser. The tax lien purchaser shall continue to allow the owner or owners to make installment payments in the amounts and at the times called for by the agreement, as they did prior to the sale to the tax lien purchaser. However, such payments shall be made to the tax lien purchaser or its tax collection agent, rather than to the tax district, unless the tax district and the tax lien purchaser have agreed otherwise.

11. The provisions of this section shall not affect the tax lien against the property except that the lien shall be reduced by the payments made under an installment agreement, and that the lien shall not be foreclosed during the period of installment payments provided that such installment payments are not in default.

Section 2. Implementation and Oversight. All officers, departments, and agencies of the City of Mount Vernon shall comply with the provisions of this Local Law and the amended Charter schedule. The Department of Finance shall provide administrative support and coordination to ensure the timely collection of delinquent property taxes.

Section 3. Effective Date. This act shall take effect immediately; provided, however, that the provisions of this act shall expire ten years after such effective date, when upon such date the provisions of this act shall be deemed repealed.



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1910

Agenda Date: 2/11/2026

Agenda #: 16.

City Council:

**AN ORDINANCE AUTHORIZING THE TRANSFER
AND CONSOLIDATION OF ONE (1) SENIOR ACCOUNT
CLERK POSITION AND ONE (1) SECRETARY POSITION
INTO THE TITLE OF ASSISTANT COMMISSIONER
OF PUBLIC WORKS, AMENDING THE 2026 FISCAL
YEAR SALARY SCHEDULE, AND GRANTING
A LEAVE OF ABSENCE**

Whereas, in correspondence dated February 5, 2026, the Commissioner of the Department of Public Works formally requested authorization for the transfer and consolidation of one (1) Senior Account Clerk position and one (1) Secretary position within the Department of Public Works into a single position titled Assistant Commissioner of Public Works, effective February 9, 2026, subject to approval by the Board of Estimate; and

Whereas, the Department of Public Works currently maintains authorized positions for one (1) Senior Account Clerk and one (1) Secretary within the Commissioner's Office; and

Whereas, the Department of Public Works continues to manage increasing administrative and financial complexity, including expanded compliance obligations, enhanced financial controls, interdepartmental coordination, extended operations, and emergency response responsibilities; and

Whereas, the Commissioner of Public Works has determined that consolidating the roles, duties, and responsibilities of the Senior Account Clerk and Secretary into a single executive-level administrative position will improve workflow efficiency, transparency, accountability for sensitive administrative and fiscal functions, and strategic support to the Commissioner; and

Whereas, the proposed consolidated position shall be titled Assistant Commissioner of Public Works; and

Whereas, sufficient funding exists within the Department of Public Works 2026 Fiscal Year adopted salary budget to support the creation of the Assistant Commissioner of Public Works position without the need for a transfer of funds; and

Whereas, the 2026 Fiscal Year adopted salary lines include:

- **Secretary** - Account A1490.101, Commissioner's Office (Salaries and Wages), \$60,000; and
- **Senior Account Clerk** - Account A1490.101, Commissioner's Office (Salaries and Wages), \$78,540; and

Whereas, there is a remaining balance of \$122,554.84 within said salary lines sufficient to

fund the proposed Assistant Commissioner of Public Works position; and

Whereas, the Assistant Commissioner of Public Works position shall be established at Grade 14 in accordance with the applicable CSEA Union agreement; and

Whereas, Ms. Lomari Payne currently serves as Senior Account Clerk and is qualified to fulfill the responsibilities of Assistant Commissioner of Public Works; and

Whereas, Ms. Lomari Payne is a member of Teamsters Local 456 and is eligible, pursuant to the applicable collective bargaining agreement, to receive a leave of absence to serve in a higher title; and

Whereas, the requested transfer and consolidation are proposed to be effective **February 9, 2026**, subject to approval by the City Council and authorization by the Board of Estimate;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON:

Section 1. Authorization of Position Transfer and Consolidation. The City Council hereby authorizes the transfer and consolidation of one (1) Senior Account Clerk position and one (1) Secretary position within the Department of Public Works into a single position titled Assistant Commissioner of Public Works, effective February 9, 2026, subject to approval by the Board of Estimate.

Section 2. Budget Determination. The City Council finds that sufficient funds exist within the Department of Public Works 2026 Fiscal Year adopted salary budget and that no transfer of funds is required to effectuate this Ordinance.

Section 3. Salary Amendment. The City Council hereby amends the 2026 Fiscal Year salary schedule as follows:

- **Secretary** - New Salary: \$1.00
- **Senior Account Clerk** - New Salary: \$1.00
- **Assistant Commissioner of Public Works** - New Salary: \$104,150.70, Grade 14, CSEA Union

Section 4. Leave of Absence. The City Council hereby grants Ms. Lomari Payne a one (1) year leave of absence from the civil service title of Senior Account Clerk in order to serve as Assistant Commissioner of Public Works, effective February 9, 2026, through February 8, 2027, in accordance with the Teamsters Local 456 collective bargaining agreement.

Section 5. Board of Estimate Authorization. This Ordinance shall be submitted to the Board of Estimate for approval and authorization as required by law.

Section 6. Severability. If any provision of this Ordinance is held invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining provisions.

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



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner
JOHN NUCULOVIC
Deputy Commissioner

REVISED LETTER

February 5, 2026

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

Re: Ms. Lomari Payne - Promotion from Senior Account Clerk to Assistant Commissioner

Dear Honorable City Council Members,

I am writing to formally request approval to promote Ms. Lomari Payne, who currently serves as a Senior Account Clerk within the Department of Public Works, to the title of Assistant Commissioner of Public Works, effective February 9, 2026.

This position will be created by combining and consolidating the roles, duties, and responsibilities currently assigned to the Secretary and the Senior Account Clerk. The Department of Public Works continues to manage increasing administrative and financial complexity, including expanded compliance obligations, financial controls, and interdepartmental coordination tied to extended operations and emergency response. By consolidating responsibilities into a single executive-level administrative position, the Department will improve internal workflow efficiency, establish transparency, strengthen accountability for sensitive administrative and fiscal functions, and enhance strategic support to the Commissioner in a manner that exceeds the limitations of the existing separate roles.

Therefore, I am hereby requesting the following legislative approval(s) by this Honorable City Council and thereafter submitted to the Board of Estimate for authorization:

Step 1 - Transfer of Funds (N/A)

There is sufficient funding remaining 2026FY Salary Budget lines below, therefore a transfer of funds is not warranted for this acquisition.

Title	2026FY Adopted Salary
Secretary	A1490.101 Commissioner’s Office (Salaries and Wages) - \$60,000
Senior Account Clerk	A1490.101 Commissioner’s Office (Salaries and Wages) – 78,540

***There is \$122,554.84 remaining in both salary lines to cover the compensation for the new position**



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

Step 2 - Salary Amendment

The proposed promotion includes the following salary amendment to transfer the remaining salary for the Senior Account Clerk and Secretary to fund the Assistant Commissioner of Public Works at a Grade 14 in accordance with the CSEA Union, as follows:

Title	New Salary
Secretary	\$1.00
Senior Account Clerk	\$1.00
Assistant Commissioner of Public Works – Fund	\$104,150.70

Step 3 - Leave of Absence:

I respectfully request legislation from your Honorable Body granting a one (1) year leave of absence for Ms. Lomari Payne, **Senior Account Clerk** to fulfill the position of **Assistant Commissioner** within the Department of Public Works. Ms. Lomari Payne’s Leave of Absence will be effective from February 9, 2026, through February 8, 2026, in accordance with his Teamsters Local 456 Union Contract.

Step 4 – Salary Resolution - Subsequently, a corresponding separate Salary Resolution will be sent to the Board of Estimate, to coincide with this legislative request upon approval.

Thank you for consideration in this matter.

Respectfully,

Damani L. Bush
Commissioner of Public Works
DLB/db
Cc: Human Resources
File

Attachments: Assistant Commissioner of Public Works – Civil Service Job Specifications

ASSISTANT COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner, the incumbent will assist in confidential budgetary analysis, financial policy development, and monitoring financial compliance, including detailed financial review and evaluation of proposals referred to the Comptroller and Board of Estimates and Contracts. The incumbent will advise the Commissioner on actions related to financial impact, cost issues, budgetary compliance, and other cost/benefit implications. In addition, financial accounting and standardized application of functions such as account keeping, auditing, and related tasks. This requires the ability to handle highly sensitive and confidential information and analysis and involves effective working relationships with the Deputy Commissioner Infrastructure and Capital Improvements, the staff of the Finance Department and the Payroll Office, as well as other public officials in dealing with highly sensitive issues. Assists in the supervision of DPW Commissioners Office and Personnel; Does related duties as required.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Assists the Commissioner with developing and recommending City financial and budget policies to the Board of Estimates for approval by the City Council; Under the direction of the Commissioner, monitor and ensure compliance of financial policies and procedures as directed by the City and approval by the City Council and Board of Estimates and Contracts; Analyzes and evaluates all submissions to the Comptroller and Board of Estimates and Contracts; Oversees and/or keeps time and records for projects and personnel; Coordinates personnel timekeeping records within Kronos or similar software; Keeps labor time and records for snow removal operations, and other extended operations such as emergencies and FEMA reimbursement documentation; Oversee and coordinate office administrative procedures and review, evaluate and implement new procedures; Maintain office files and records, ensuring they are up-to-date and properly managed, while perpetually ensuring data integrity and confidentiality; Receives remittances by mail or in person, verifies amount, computes interest and penalties, and posts to a book of original entry; Working across a spread spectrum of city departments regarding receiving and disbursing funds including Grants Team, Planning, Office of the Comptroller, and outside agencies such as United States Environmental Protection Agency, New York State Department of Environmental Conservation, and various and sundry grant funding streams.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES: Candidates must have thorough knowledge of principles and practices of municipal finance, budgeting, accounting, fiscal controls, including fund accounting and grant management; must have thorough knowledge of governmental budget preparation, monitoring, and compliance, including familiarity with Board of Estimates and Contracts procedures; comptroller review processes, and City Council approval requirements; good knowledge of applicable federal, state, local laws, rules, and regulations affecting public works operations, labor reporting, payroll administration, and financial compliance. Including; must have the ability to analyze complex financial, budgetary, operational data and be able to prepare clear accurate reports and recommendations for executive-level decision-making; ability to interpret and evaluate financial proposals, contracts, and funding submissions for cost, compliance, and long-term fiscal impact; ability to handle highly sensitive and confidential information with discretion, integrity, and professionalism; ability to supervise, train, and evaluate clerical and professional staff, including the ability to recommend disciplinary action in accordance with established policies and collective bargaining agreements; ability to plan, coordinate, and

manage office operations to ensure efficiency, compliance, accuracy, and continuity of departmental administrative functions; ability to communicate effectively, both orally and in writing, with elected officials, department heads, staff, external agencies, and the public.; Must be able to establish and maintain effective working relationships with City departments, regulatory agencies, funding entities, and external stakeholders; Proficiency in maintaining accurate records, ensuring data integrity, and utilizing financial and administrative software systems; Must be able to respond effectively under pressure during emergencies, extended operations, and time-sensitive financial reporting periods; tact and courtesy; integrity; dependability; good judgment; initiative; resourcefulness; and physical condition commensurate with the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a New York State recognized College or University with Bachelor's Degree; PLUS three years of experience relatable to civil/municipal work one of which must have been in a supervisory/financial management experience and extensive dealing with the public.



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1913

Agenda Date: 2/25/2026

Agenda #: 17.

City Council:

**AN ORDINANCE AUTHORIZING THE TRANSFER
OF THE TITLE OF DPW DEPUTY COMMISSIONER
(ADMINISTRATIVE) TO CHIEF OF INFRASTRUCTURE
AND CAPITAL IMPROVEMENTS, AMENDING THE
2026 FISCAL YEAR BUDGET, AND PROVIDING
FOR FUNDING AND SALARY ADJUSTMENT**

Whereas, in correspondence dated February 10, 2026, the Commissioner of the Department of Public Works formally requested authorization to defund and transfer the title of DPW Deputy Commissioner (Administrative) from the Department of Public Works to the Office of the Mayor, and reclassified as Chief of Infrastructure and Capital Improvements, effective February 9, 2026; and

Whereas, the City of Mount Vernon recognizes the increasing complexity, scale, and regulatory oversight associated with infrastructure planning, capital improvement implementation, utility rehabilitation, grant administration, consent decree compliance, and long-term asset management; and

Whereas, the position of DPW Deputy Commissioner (Administrative), currently funded in part through the New York State Environmental Facilities Corporation (EFC), has historically supported administrative and capital-related initiatives within the Department of Public Works; and

Whereas, the evolving operational and regulatory demands facing the City require centralized executive leadership and direct oversight of infrastructure and capital improvement initiatives across departments and related agencies; and

Whereas, the Mayor has determined that the establishment of a Chief of Infrastructure and Capital Improvements within the Office of the Mayor will enhance coordination, ensure compliance with Federal, State, and local mandates, and provide executive-level oversight of capital projects and infrastructure systems, including direct operational authority extending to the Board of Water Supply; and

Whereas, the proposed Chief of Infrastructure and Capital Improvements shall serve as the City's senior executive responsible for the planning, coordination, execution, and oversight of all infrastructure and capital-related projects across the Department of Public Works and the Board of Water Supply; and

Whereas, the funding structure for this position has been strategically developed to minimize impact on the City's General Operating Budget through EFC reimbursement, Board of Water Supply participation, and departmental cost savings;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mount Vernon, New York, as follows:

Section 1. Transfer and Reclassification of Title. The title of DPW Deputy Commissioner (Administrative) is hereby defunded and transferred from the Department of Public Works to the Office of

the Mayor, and reclassified as Chief of Infrastructure and Capital Improvements, effective February 9, 2026.

The Chief of Infrastructure and Capital Improvements shall report to and serve under the general direction and supervision of the Mayor and shall exercise executive oversight over all City infrastructure and capital improvement initiatives, including coordination with and operational authority as assigned over the Board of Water Supply.

Section 2. Budget Transfer - 2026 Fiscal Year. The City Council hereby authorizes the following 2026 Fiscal Year budget transfers:

A. Transfer of Salary Appropriations

- **From:** A1490.101G - DPW Commissioner's Office (Salaries & Wages) - \$117,229
- **To:** A1210.101G - Office of the Mayor (Salaries & Wages) - \$117,229
- **From:** A1490.101 - DPW Commissioner's Office (Salaries & Wages) - \$14,132
- **To:** A1210.101G - Office of the Mayor (Salaries & Wages) - \$14,132

These transfers reflect the movement of funding associated with the former DPW Deputy Commissioner (Administrative) position to the Office of the Mayor.

Section 3. Salary Amendment and Funding Structure. The annual salary for the newly established Chief of Infrastructure and Capital Improvements shall be set at \$175,147.29, Grade 16, in accordance with the CSEA Salary Scale as established by the Department of Human Resources.

Funding for said salary shall be allocated as follows:

1. Sixty-Seven Percent (67%) - \$117,229

To be reimbursed through eligible administrative funding from the New York State Environmental Facilities Corporation (EFC).

2. Twenty-Five Percent (25%) - \$43,787

To be funded by the Board of Water Supply pursuant to a Memorandum of Agreement, with revenues accepted into Budget Line **A2816 - Water Fund Transfer In**.

3. Eight Percent (8%) - \$14,132

To be funded through the Department of Public Works Budget Code **A1490.101**, derived from cost savings associated with the defunding of a Secretary position.

Section 4. Defunding of Prior Title. The title of DPW Deputy Commissioner (Administrative) is hereby defunded, and its salary allocation is reduced to \$0.00.

Simultaneously, the title of **Chief of Infrastructure and Capital Improvements** is hereby funded at an annual salary of **\$175,147.29**.

Section 5. Authorization to Accept Transfer Funds. The Mayor and Comptroller are hereby authorized to accept reimbursement funds from the New York State Environmental Facilities Corporation and funding transfers from the Board of Water Supply consistent with this Ordinance, and to make any

accounting entries necessary to effectuate the intent of this legislation.

Section 6. Severability. If any clause, sentence, paragraph, section, or part of this Ordinance shall be adjudged by a 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 immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract, and the title transfer shall be effective February 9, 2026.



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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

MALCOLM CLARK
Chief of Staff
KHENDRA DAVID
Deputy Chief of Staff

REVISED LETTER –

(2/10/2026)

February 5, 2026

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

Re: Transfer (1) DPW Deputy Commissioner (Administrative) to Chief of Infrastructure and Capital Improvements

Dear Honorable City Council Members,

I am writing to formally request approval to transfer the DPW Deputy Commissioner (Administrative) funded by the New York State Environmental Facilities Corporation (EFC) within the Department of Public Works, to the title of Chief of Infrastructure and Capital Improvements within the Mayor’s Office, effective February 9, 2026.

This role will have oversight over all Infrastructure and Capital Improvements, with direct operational authority extending to the Board of Water Supply. This action reflects the City’s evolving infrastructure needs and the increasing scale, complexity, and regulatory demands associated with capital improvement planning, utility rehabilitation, grant initiatives, consent decree compliance and long-term asset management. The proposed Chief of Infrastructure and Capital Improvements will serve as the City’s senior executive responsible for the planning, coordination, execution, and oversight of all infrastructure and capital-related projects across DPW and the Board of Water Supply, ensuring alignment with Federal, State, and local mandates.

Therefore, I am hereby requesting the following legislative approval(s) by this Honorable City Council and thereafter submitted to the Board of Estimate for authorization:

Step 1 - Transfer of Funds

Funding for this acquisition is available via the following 2026FY Budget Transfer.

Table with 2 columns: From, To. Row 1: A1490.101G: DPW Commissioner’s Office (Salaries and Wages) - \$117,229 to A1210.101G: Office of the Mayor (Salaries and Wages) - \$117,229. Row 2: A1490.101: DPW Commissioner’s Office - \$14,132 to A1210.101G: Office of the Mayor (Salaries and Wages) - \$14,132.

“The Jewel of Westchester”



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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

MALCOLM CLARK
Chief of Staff
KHENDRA DAVID
Deputy Chief of Staff

Step 2 – Funding Sources

Given the expanded scope, technical responsibility, fiduciary oversight, and executive leadership required, it is proposed that the salary for this position be adjusted from \$117,229 to \$175,147.29, Grade 16 in accordance with the CSEA Salary Scale as established by Human Resources. The funding structure for this adjustment has been strategically developed to minimize impact on the City’s General Operating Budget:

- 67% or \$117,229 of the salary shall be reimbursed through New York State Environmental Facilities Corporation (EFC) eligible administrative funding, and
25% or \$43,787 of the salary shall be funded by the Board of Water Supply, in accordance with the attached Memorandum of Agreement. The city will accept funding from the Board of Water Supply into line A2816 Water Fund Transfer In. and
8% or \$14,132 will be funded by the Department of Public Works Budget Code Transfer A1490.101 via Cost Savings from defunding the Secretary position.

Step 3 - Salary Amendment

The proposed promotion includes the following salary amendment to defund and transfer the funding for the DPW Deputy Commissioner (Administrative) title and fund the Chief of Infrastructure and Capital Improvements title, as follows:

Table with 2 columns: Title, Salary. Row 1: DPW Deputy Commissioner (Admin.) - Defund, \$0.00. Row 2: Chief of Infrastructure and Capital Improvements – Fund, \$175,147.29

Step 4 – Salary Resolution - Subsequently, a corresponding separate Salary Resolution will be sent to the Board of Estimate, to coincide with this legislative request upon approval.

Thank you for consideration in this matter.

In Service,

Signature of Shawyn Patterson-Howard

Shawyn Patterson-Howard, Mayor
City of Mount Vernon

Signature of Damani L. Bush

Damani L. Bush
DPW Commissioner

Signature of Carlton C. Spruill

Carlton C. Spruill
BOW Commissioner

SPH/db

Cc: Comptroller’s Office

“The Jewel of Westchester”



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA

Mayor

City Hall, One Roosevelt Square

Mount Vernon, NY. 10550

(914) 665-2362 – Fax: (914) 665-6173

MALCOLM CLARK

Chief of Staff

KHENDRA DAVID

Deputy Chief of Staff

Department of Public Works

Board of Water Supply

Engineering Bureau

Local 456 Teamsters

CSEA

New York State Environmental Facilities Corporation (EFC)

New York State Department of Environmental Conservation (DEC)

United States Environmental Protection Agency (EPA)

File

Attachments: Chief of Infrastructure and Capital Improvements – Job Specifications
Memorandum of Agreement – Mayor’s Office, DPW, BOW

CHIEF OF INFRASTRUCTURE AND CAPITAL IMPROVEMENTS

DISTINGUISHING FEATURES OF THE CLASS: The Chief of Infrastructure and Capital Improvements, under the general direction and supervision of the Office of the Mayor, and in concert with the Commissioner of Public Works and the Commissioner of the Board of Water Supply, directs both field activities (preventative, corrective, capital, and large-scale emergency actions) regarding all infrastructure for both Department of Public Works and Board of Water Supply, as well as administration responsibilities particularly, serving on the Capital Projects Committee. This position involves working with leadership to prioritize capital projects city-wide, providing short- and long-term strategic assessments, supervising consultants and contractors and assisting the enforcement of stakeholder department. The primary personnel and bureau responsibilities are providing guidance, supervision, or direction of, the following: DPW Supervisor, Assistant DPW Supervisor, Water Superintendent, Water Foreman and Water Field Operations Staff, Highway Maintenance Bureau, Stormwater and Sanitary Sewers Bureau, Building Maintenance Staff, Engineering Bureau, Project Management staff, The Stormwater Coordinator, and DPW Accounting staff. This position also exercises supervision over professional, technical and administrative support staff, as pertaining to Capital Projects. The Chief of Infrastructure and Capital Improvements have the additional duties of assisting in the development of the operational and capital budgets, asset management and personnel management, within both departments as required by Commissioners. This position is the executor of all Federal, State and Local mandated requirements. Examples could include, the Lead Service Line project as mandated by the United States Environmental Protection Agency (EPA), and Federal Consent Decrees from the United States District Courts. The Chief of Infrastructure and Capital Improvements is also charged with the additional duty of Administrative/Adjudications Hearing Officer related to citations/complaints and corresponding findings and fines regarding non-criminal illicit actions such as Sanitary/Stormwater and Sanitation infractions. Does related work as required.

SPECIAL INFORMATION REGARDING THIS POSITION: Relative to this position, the City of Mount Vernon, New York has (1) over 191 employees across two collective bargaining units and two Departments (Public Works and Board of Water Supply, (2) of over 100 miles of road; (3) over 200 miles of sanitary and storm sewers; (4) over 200 miles of water infrastructure; (5) over 3,000 catch basins; (6) over 3,000 manholes; (7) almost 5,000 street lights; (8) an operational fleet of over 250 rolling stock; (9) building maintenance of all municipal structures and real property including but not limited to, four firehouses, the Police Department/Court Complex, City Hall, Parking Structures, Parks and Playgrounds and DPW Facilities.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Supervises requisite Operational Bureaus in Department of Public Works and Mount Vernon Board of Water Supply; Coordinates Lead Service Removal projects in conjunction with Sanitary and Stormwater Rehabilitation, Street Resurfacing and Utility Companies construction; Advises and assists the Commissioners in the formulation of policies, plans and programs; Enforces all applicable Codes and Standards in the public right-of-way; Functions as the Hearing Officer for Sanitary, Stormwater, Sanitation and other Public Right-of-Way illicit issues; Assists the Commissioner(s) with budgets; Assists in Capital Projects; Assists in grant writing and grant management; Oversee and assists City Engineer with jobs, tasks, specifications, and bids; Assists the Commissioners of Public Works and of Board of Water Supply with contracts;

Reviews and signs permit applications for work within Drafts Communication to be submitted to City Council Legislation and Board of Estimates; Acts as Construction Inspector for outside agencies and City of Mount Vernon Departments regarding sidewalk Acts as Construction Inspector and Officer in charge of paving operations and pavement maintenance.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES: Candidates must have mastery of leadership, management and supervision; Proficiency in sewer construction and maintenance, with the ability to lead and diagnose responses to issues, complaints and emergencies; Extensive knowledge of pavement maintenance, both corrective and preventative and experience in pavement maintenance planning;; Must have experience in Capital Projects and Capital Budgeting and proficiency with Operational Budgeting; Proficiency with building design, building code enforcement, and general contracting; Must be proficient with automotive equipment, preventative and corrective maintenance and planning/tracking of fleet maintenance; Experience supervising utility companies; Must have the ability to manage competing hi-priority tasks; Communicate effectively both verbally and in writing; The requisite physical conditioning regarding the demands of the position - including working on a construction site or ad hoc emergencies, standing, sitting, kneeling for extended periods of time, and lifting more than 20 pounds

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a New York State recognized College or University with a Bachelor's Degree; PLUS, ten years of construction experience relatable to civil/municipal work, three of which must have been at a top supervisory/management experience.

SPECIAL REQUIREMENT FOR THIS POSITION:

1. Possession of a valid New York State Driver's License (Class D)
2. Possession of, or the ability to earn, New York State Grade 1 B, Grade 2 B, and Grade D Community Water Systems Operator's License(s) course/certification within 24 months

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission.

**City of Mount Vernon Civil Service Commission
Mt. Vernon, NY 10550
New Position Duties Statement**

Department head or other authorities requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward one typed copy to this Commission.

1. Department Mayor's Office	Bureau, Division, Unit or Section Mayor's Office	Location of Position City Hall
--	--	--

2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Job Title: Chief of Infrastructure and Capital Improvements

Percent of Work

Job Duty

GENERAL INFORMATION:

Relative to this position, the City of Mount Vernon, New York has [1] over 191 employees across two collective bargaining

DISTINGUISHING FEATURES OF THE CLASS:

The Chief of Infrastructure and Capital Improvements, under the general direction and supervision of the Office of the May

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

- Supervises requisite Operational Bureaus in Department of Public Works and Mount Vernon Board of Water Supply
- Coordinates Lead Service Removal projects in conjunction with Sanitary and Stormwater Rehabilitation, Street Resurfacing and Utilit
- Advises and assists the Commissioners in the formulation of policies, plans and programs
- Enforces all applicable Codes and Standards in the public right-of-way
- Functions as the Hearing Officer for Sanitary, Stormwater, Sanitation and other Public Right-of-Way illicit issues
- Assists the Commissioner(s) with budgets
- Assists in Capital Projects
- Assists in grant writing and grant management
- Oversee and assists City Engineer with jobs, tasks, specifications, and bids
- Assists Commissioners of Public Works and of Board of Water Supply with contracts
- Reviews and signs permit applications for work within city
- Crafts Communication to be submitted to City Council Legislation and Board of Estimates;
- Acts as Construction Inspector for outside agencies and City of Mount Vernon Departments regarding sidewalk repair and road ope
- Acts as Construction Inspector and Officer in charge of paving operations and pavement maintenance

REQUIRED KNOWLEDGE, SKILL AND ABILITIES:

- Mastery of leadership, management and supervision
- Proficiency in sewer construction and maintenance, with the ability to lead and diagnose responses to issues, complaints and emerg
- Mastery of pavement maintenance, both corrective and preventative; experience in pavement maintenance planning
- Experience in Capital Projects and Capital Budgeting
- Proficiency with Operational Budgeting
- Proficiency with building design, building code enforcement, and general contracting
- Proficiency with automotive equipment, preventative and corrective maintenance and planning/tracking of fleet maintenance
- Experience supervising utility companies
- The ability to manage competing hi-priority tasks
- The ability to communicate well both verbally and in writing
- The requisite physical conditioning regarding the demands of the position - including working on a construction site or ad hoc eme

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

Name	Title	Type of Supervision
Shawyn Patterson-Howard	Mayor	General

4. Names and Titles of Persons Supervised by Employee in this position

Name	Title	Type of Supervision

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

Name	Title	Location of Position

6. What minimum qualifications do you think should be required for this position?

Education: High School Years
 College 4 Years, with specialization in Bachelor's of Science
 College Years, with specialization in

Experience: (list amount and type)

ACCEPTABLE EXPERIENCE AND TRAINING: [1] Graduation from a NYS recognized school of higher education resulting in a Baccalaureat

Essential knowledge, skills and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 1/22/2026 Title: Mayor Signature:

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the Mt. Vernon Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: Chief of Infrastructure & Capital Improvements
 Jurisdictional Classification:

Date: 1/22/2026 Signature: Shawyn Patterson-Howard

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: Signature:

Return One Completed Copy to: City of Mt. Vernon Civil Service Commission, Rm #103, 1 Roosevelt Square, Mt. Vernon, NY 10550



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1941

Agenda Date: 2/25/2026

Agenda #: 18.

City Council:

**AN ORDINANCE AUTHORIZING THE
TRANSFER OF ONE (1) CODE ENFORCEMENT
OFFICER POSITION TO THE TITLE OF CODE
ENFORCEMENT COORDINATOR WITHIN
THE DEPARTMENT OF PUBLIC WORKS,
APPROVING A BUDGET TRANSFER, AMENDING
THE 2026 FISCAL YEAR SALARY SCHEDULE,
AND GRANTING A LEAVE OF ABSENCE**

Whereas, in correspondence dated February 5, 2026, the Commissioner of the Department of Public Works formally requested authorization of the transfer of one (1) Code Enforcement Officer position within the Department of Public Works to the title of Code Enforcement Coordinator, effective February 9, 2026, subject to approval by the Board of Estimate; and

Whereas, the City of Mount Vernon employs Code Enforcement Officers within the Department of Public Works to enforce local laws, ordinances, and public-safety regulations; and

Whereas, during the most recent enforcement period, the City's Code Enforcement process issued in excess of \$1.6 million in summonses and violations, representing an unprecedented level of compliance enforcement, revenue generation, and public-safety impact; and

Whereas, this volume and complexity of enforcement activity substantially exceeds the customary scope of an individual enforcement role and reflects responsibilities consistent with a program-level coordination position; and

Whereas, the Code Enforcement function now requires significant coordination among multiple intergovernmental and municipal entities, including the Department of Buildings, Police Department, Fire Department, Law Department, and the New York State Courts System; and

Whereas, the Commissioner of Public Works has determined that the transfer of one (1) Code Enforcement Officer position to the title of Code Enforcement Coordinator is necessary to ensure effective oversight, coordination, and accountability of enforcement operations; and

Whereas, funding for this action is available within the 2026 Fiscal Year adopted budget through a budget transfer within the Sanitation Department; and

Whereas, the current salary of \$73,818 for the Code Enforcement Officer is already budgeted within Account A8160.101 - Sanitation (Salaries and Wages); and

Whereas, an additional transfer of funds in the amount of \$1,586.25 is required to fully fund the Code Enforcement Coordinator position; and

Whereas, Mr. Jawwad Abdul-Halim is currently employed as a Code Enforcement Officer, is qualified to serve as Code Enforcement Coordinator, and is a member of Teamsters Local 456; and

Whereas, pursuant to the applicable collective bargaining agreement, Mr. Abdul-Halim is eligible for a leave of absence to serve in a higher title; and

Whereas, the requested transfer and promotion are proposed to be effective February 9, 2026, subject to approval by the City Council and authorization by the Board of Estimate;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON:

Section 1. Authorization of Position Transfer. The City Council hereby authorizes the transfer of one (1) Code Enforcement Officer position within the Department of Public Works to the title of Code Enforcement Coordinator, effective February 9, 2026, subject to approval by the Board of Estimate.

Section 2. Budget Transfer Authorization. The City Council hereby authorizes the following 2026 Fiscal Year budget transfer:

- **From:** A8160.203 - Sanitation (Equipment)
- **To:** A8160.101 - Sanitation (Salaries and Wages)
- **Amount:** \$1,586.25

Section 3. Salary Amendment. The City Council hereby amends the 2026 Fiscal Year salary schedule as follows:

- **Code Enforcement Officer** - New Salary: \$1.00
- **Code Enforcement Coordinator** - New Salary: \$75,069.64

Section 4. Leave of Absence. The City Council hereby grants Mr. Jawwad Abdul-Halim a one (1) year leave of absence from the civil service title of Code Enforcement Officer in order to serve as Code Enforcement Coordinator, effective February 9, 2026, through February 8, 2027, in accordance with the Teamsters Local 456 collective bargaining agreement.

Section 5. Board of Estimate Authorization. This Ordinance shall be submitted to the Board of Estimate for approval and authorization as required by law.

Section 6. Severability. If any provision of this Ordinance is held invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining provisions.

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



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

REVISED LETTER

February 5, 2026

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

Re: Mr. Jawwad Abdul-Halim - Promotion from Code Enforcement Officer to Code Enforcement Coordinator

Dear Honorable City Council Members,

I am writing to formally request approval to promote Mr. Jawwad Abdul-Halim, who currently serves as a Code Enforcement Officer within the Department of Public Works, to the title of Tree Trimmer, effective February 9, 2026.

Over the most recent enforcement period, the current Code Enforcement Officer has issued more than \$1.6 million in summonses and violations (*please see attached report*), representing an unprecedented level of compliance enforcement, revenue generation, and public-safety impact for the City. This level of output significantly exceeds the customary scope of an individual enforcement role and reflects responsibilities more consistent with a program-level position.

Therefore, I am hereby requesting the following legislative approval(s) by this Honorable City Council and thereafter submitted to the Board of Estimate for authorization:

Step 1 - Transfer of Funds

Funding for this acquisition is available via the following 2026FY Budget Transfer.

From	To
A8160.203 Sanitation (Equipment) - \$1,586.25	A8160.101 Sanitation (Salaries and Wages) - \$1,586.25

***The current salary of \$73,818 for Code Enforcement Officer is already budgeted within A8160.101 Sanitation (Salaries and Wages), therefore there is no need to transfer these funds.**



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

Step 2 - Salary Amendment

The proposed promotion includes the following salary amendment to transfer the remaining salary for the Code Enforcement Officer to fund the Code Enforcement Coordinator, as follows:

Title	New Salary
Code Enforcement Officer	\$1.00
Code Enforcement Coordinator – Fund	\$75,069.64

Step 3 - Leave of Absence:

I respectfully request legislation from your Honorable Body granting a one (1) year leave of absence for Mr. Jawwad Abdul-Halim, **Code Enforcement Officer** to fulfill the position of **Code Enforcement Coordinator** within the Department of Public Works. Mr. Abdul-Halim’s Leave of Absence will be effective from February 9, 2026, through February 8, 2027, in accordance with his Teamsters Local 456 Union Contract.

Step 4 – Salary Resolution - Subsequently, a corresponding separate Salary Resolution will be sent to the Board of Estimate, to coincide with this legislative request upon approval.

Thank you for consideration in this matter.

Respectfully,

Damani L. Bush
Commissioner of Public Works
DLB/db
Cc: Human Resources
File

Attachments: Code Enforcement Report
Code Enforcement Coordinator – Civil Service Job Specifications

CODE ENFORCEMENT COORDINATOR

DEPARTMENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS; Under the direction of the Commissioner and/or Deputy Commissioner of Public Works, the incumbent is responsible for coordinating, administering the supporting the municipal code enforcement compliance activities as they relate to public works operations, infrastructure, sanitation, legal dumping, property maintenance, abandoned vehicles, and quality-of-life conditions. This position focuses on field operations, interdepartmental coordination, compliance tracking, court support and community response. The role supports operational continuity by assisting with inspections, responding to complaints, preparing enforcement documentation, coordinating with legal counsel and representing the department at court hearings, public hearings and during after-hour weekend operations as required. Does related work as required.

EXAMPLES OF WORK; (Illustrative only)

Conduct field inspections and follow-up investigations related to complaints and observed violations impacting public health, safety and quality of life;
Prepare inspection reports, notices of violations, affidavits, summonses, photographic documentation and related enforcement records;
Coordinate with the City Law Department to prepare cases for administrative or municipal court proceedings;
Attend and testify at court hearings regarding code enforcement and compliance matters as required;
Track compliance timelines, court outcomes and corrective actions using case management or work-order software;
Coordinate enforcement activity with DPW divisions, Police Department, Fire Department, Buildings and Planning and external agencies as appropriate;
Participate in community meetings, public forums and outreach initiatives to explain code requirements and compliance processes;
Assist in evaluating operational challenges and recommending procedural improvements related to enforcement workflows;
Support data collection and reporting on enforcement activity, response times and compliance outcomes.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Candidates must have good knowledge of municipal codes, ordinances, public works regulations and procedures; must have knowledge of inspection techniques, documentation standards and court preparation and practices; must be able to interpret and apply laws, regulations and departmental practices; must have the ability to communicate clearly and effectively, both orally and in writing, including testimony in court settings; must have the ability to work collaboratively with multiple

departments and external agencies; must have the ability to exercise a high degree of independent sound judgment, tact and courtesy and professionalism; candidates must be able to organize work, maintain accurate records and meet deadlines; must have proficiency in the use of computers and case-management or work-order software and physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE;

Completion of a high school diploma or possession of an equivalency diploma issued by the New York State Education Department; PLUS two years of experience as a Code Enforcement Officer and extensive dealing with the public.

SPECIAL REQUIREMENTS:

- 1) Must be able to work weekend, holiday and after hour operations when required.
- 2) Must have a valid New York State Drivers License.
- 3) Must have a New York State Code Enforcement Certification.

Adopted

CSC

7/24/2026