

# **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-revised**

**Wednesday, January 14, 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, JANUARY 14, 2025.**

**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).

**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 Management Services: An Ordinance Authorizing the Procurement Manager to Attend the 2026 Exchange Conference Sponsored by the National Association of State Procurement Officials (NASPO)

**Code:** LPW

**Attachments:** [Approval for the Procurement Manager to attend the 2026 Exchange Conference](#)  
[NASPO Exchange - NASPO](#)

2. Office of the Mayor: An Ordinance Authorizing the Mayor to Attend the New York Conference of Mayors (NYCOM) 2026 Winter Legislative Winter Meeting - (February 1, 2026 through February 3, 2026)

**Code:** LPW

**Attachments:** [Mayor Referral\\_NYCOM February 2026](#)

3. Office of the Mayor: An Ordinance Authorizing the Mayor to Attend the United States Conference of Mayors (USCM) 94th Winter Meeting in Washington, DC - (January 28, 2026, through January 30, 2026)

**Code:** LPW

**Attachments:** [Mayor Referral\\_USCM January 2026](#)

4. Department of Public Works: An Ordinance Authorizing a Budget Transfer for the Renewal of iWorq Sewer Management and Fleet Enterprise Software

**Code:** LPW

**Attachments:** [Transfer of Funds - iWORQ 2025](#)

5. Board of Water Supply: An Ordinance Adopting the Fiscal Year 2026 Operating Budget of the Board of Water Supply of the City of Mount Vernon

**Code:** LPW

**Attachments:** [FY Budget 2026 - Referral Letter](#)

6. Board of Water Supply: An Ordinance Authorizing the Mayor to Enter into a Software-As-A-Service (SAAS) Agreement with Tyler Technologies for the Implementation of an Enterprise Resource Planning (ERP) System

**Code:** LPW

**Attachments:** [010526 - Referral Letter](#)

**To the Council:**

**HUMAN RESOURCES**

7. Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with the New York State Office of Children and Family Services for the Funding of the Youth Bureau's EmpowerMED Program - (set to commence in February 2026)

**Code:** HR

**Attachments:** [Referral Letter-OCFS- EmpowerMED](#)  
[Award Letter - OCFS EmpowerMED \\$30K](#)

8. Youth Bureau: An Ordinance Authorizing the Mayor to Retroactively Enter into an Agreement with the Westchester County Youth Bureau to Accept Funds for the GEM Program and to Provide Required City Matching Funds - (January 1, 2026, and ending December 31, 2028)

**Code:** HR

**Attachments:** [GEM's Referral Letter - \\$50K](#)  
[Award Letter GEM \\$50K](#)

9. Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with the New York State Office of Children and Family Services, through the Westchester County Youth Bureau and Authorizing the Acceptance of Funds for the Youth Development Program (YDP) - (October 1, 2025, through September 30, 2026)

**Code:** HR

**Attachments:** [Referral Letter-OCFS- Youth Services](#)  
[Award Letter \\$19,790 OCFS](#)

10. Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with the Westchester County Youth Bureau for the Acceptance of Grant Funds in the Amount of \$25,000 for the Moving in Motion (M.I.M) Program - (October 1, 2025, through September 30, 2026)

**Code:** HR

**Attachments:** [Referral Letter-M.I.M-2025-2026](#)  
[Award Letter -M.I.M \\$25K](#)

11. Youth Bureau: An Ordinance Authorizing the Mayor to Approve Travel and Conference Participation for Youth and Staff of the Mount Vernon Youth Bureau to Attend the Annual Youth Leadership Forum - (February 2–3, 2026, in Troy, New York)

**Code:** HR

**Attachments:** [2026 Annual Youth Leadership Forum - Referral letter](#)  
[Award Letter Yth Leadership Forum](#)



12. Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with Barrington Irving Technical Training School (BITTS) for the Spring Aviation Program under the Youth Employment Program (YEP)

**Code:** HR

**Attachments:** [Referral Letter - FBO-Aviation \\$115K](#)  
[BITTS- Aviation 2025-2026 Program Schedule](#)  
[Ordinance Accepting \\$800,068 2025-2026](#)  
[from WPLWDB](#)

13. Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with Organizational Capacity Building (OCB) to Provide Professional Development Services for the WDAY Staff in Support of the Youth Employment Program

**Code:** HR

**Attachments:** [Referral Letter - OCB-\\$20K](#)

14. Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an agreement with Toss N Press, S-Corp, to Provide a Youth Food Hospitality Program through the Youth Bureau in Support of the Youth Employment Program - (scheduled to commence in February 2026 and conclude in May 2026)

**Code:** HR

**Attachments:** [Referral Letter - Toss N Press-\\$25K](#)  
[Ordinance Accepting \\$800,068 2025-2026](#)  
[from WPLWDB](#)

15. Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an agreement with The Flying Classroom, Parent Company of Barrington Irving Technical Training School (BITTS), to Provide a Drone and Aviation Stem Program for Middle School Youth Funded Through the Project Rise Program - (over a six- to eight-week period)

**Code:** HR

**Attachments:** [Referral Letter - Flying Classroom \\$20K- MS youth](#)  
[Mt. Vernon Youth Bureau - FC Proposal](#)  
[\(Students Middle School\)](#)

16. Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with The Flying Classroom to Provide a Drone FAA Training Program for High School Youth Funded Through the Project Rise Grant

**Code:** HR

**Attachments:** [Referral Letter - Flying Classroom \\$30K](#)  
[Mt. Vernon Youth Bureau - FC Proposal](#)  
[\(Students High School\)](#)

**To the Council:**

### **PUBLIC SAFETY AND CODES**

17. Office of Emergency Management: An Ordinance Authorizing a Transfer of Appropriated Funds Within the Fiscal Year 2026 Adopted Budget to Support the Auxiliary Police Unit

**Code:** PSC

**Attachments:** [Referral Letter\\_OEM FY26 Budget](#)  
[Appropriations Transfer Request – OEM](#)  
[Auxiliary Police Unit](#)

18. Fire Department: An Ordinance Authorizing the Transfer of Funds Within the 2025 Fire Department Budget

**Code:** PSC

**Attachments:** [Agenda Letter -Transfer Of Funds updated](#)

19. Department of Public Safety: An Ordinance Authorizing Training for Two (2) Members of Service to Attend a Command & Leadership Seminar - (April 27, 2026, through May 1, 2026)

**Code:** PSC

**Attachments:** [REFERRAL LETTER - COMMAND](#)  
[LEADERSHIP TRAINING](#)

**To the Council:**

### **FINANCE AND PLANNING**

20. Department of Assessment: An Ordinance Authorizing a Refund for Overpayment of the 2025 County Tax Bill for Property Located at 255 Summit Avenue - (Section 165.39, Block 2063, Lot 29)

**Code:** FP

**Attachments:** [Referral Letter 255 Summit Avenue](#)

21. Department of Planning & Community Development: An Ordinance Authorizing the Mayor to Accept Grant Funds from the Mount Vernon Urban Renewal Agency in the total amount of \$324,630.00 for the Period January 1, 2026, through December 31, 2028, and Authorizing Related Expenditures for the Position of Budget Specialist III (Grant Funded)

**Code:** FP

**Attachments:** [Staff Report\\_ Budget Specialist III 12-16-25](#)

22. Department of Planning & Community Development: An Ordinance Authorizing the Mayor to Accept Grant Funds from the Mount Vernon Urban Renewal Agency in the total amount of \$233,193.00 for a Three-Year Period and to Continue Funding Grant-Funded Budget Specialist I Position

**Code:** FP

**Attachments:** [Staff Report\\_ Budget Specialist I 12-16-25](#)

23. Department of Planning & Community Development: An Ordinance Amending Ordinance No. 12, Adopted by the City Council on NOVEMBER 21, 2023, entitled "AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT GRANTS FROM CITIES AND EXECUTE A TECHNICAL ASSISTANCE SERVICE AGREEMENT FOR THE ESTABLISHMENT OF THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER"

**Code:** FP

**Attachments:** [Referral Letter Amendment Ordinance 12 add expenditure code for FEC 1.8.2026 November 2023 Ordinance](#)

24. Department of Planning & Community Development: An Ordinance Amending Ordinance No. 8, Adopted by the City Council on JANUARY 10, 2024, entitled "AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT A GRANT FROM THE AFRICAN AMERICAN MAYORS ASSOCIATION IN SUPPORT OF THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER"

**Code:** FP

**Attachments:** [Referral Letter Amendment Ordinance 8 add expenditure code for FEC 1.8.2026 January 2024](#)

25. Department of Planning & Community Development: An Ordinance Amending Ordinance No. 31, Adopted by the City Council on AUGUST 14, 2025, entitled "AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT AMENDMENT WITH THE CITIES FOR FINANCIAL EMPOWERMENT FUND TO INCORPORATE LEGACY PLANNING SERVICES IN THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER"

**Code:** FP

**Attachments:** [Referral Letter Amendment Ordinance 31 add expenditure code for FEC 1.8.2026](#)  
[FEC Contract Amendment Approved Legislation 8\\_19\\_2025](#)

26. City Council: A Resolution of the City Council of the City of Mount Vernon Retroactively Appointing Gwen Jackson to the Board of Assessment Review for a Five-Year Term

**Code:** FP

**Attachments:** [Gwen Jackson referral letter 01-14-2026](#)  
[Assessment Review Board Appointment](#)

### **ADD-ON**

### **LEGISLATION AND PUBLIC WORKS**

27. Department of Public Works: An Ordinance Granting a One (1) Year Leave of Absence to Lamont Radcliff, Motor Equipment Operator, Sanitation, Department of Public Works

**Code:** LPW

**Attachments:** [Lamont Radcliff - Leave of Absence](#)

28. City Council: A Resolution of the City Council of the City of Mount Vernon, NY, Appointing Avery Ransom to the City of Mount Vernon Board of Ethics - (January 14, 2026 - January 13, 2028)

**Code:** LPW

**Attachments:** [Referral Letter Avery Ransom 01-14-2026](#)

### **FINANCE AND PLANNING**

29. Comptroller: An Ordinance Authorizing the Comptroller to Extend the Agreement with PFK O'Connor Davies, LLP for Independent Auditing Services for Fiscal Years 2021 and 2022

**Code:** FP

**Attachments:** [COMP2026 – 1 - Extension of PFK O'Connor Davies for Independent Auditing Services for the 2021 & 2022](#)

**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  
FACEBOOK.  
COM/MOUNTVERNONNY

**File #:** TMP -1801

**Agenda Date:** 1/14/2026

**Agenda #:** 1.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE PROCUREMENT MANAGER TO ATTEND THE 2026 EXCHANGE CONFERENCE SPONSORED BY THE NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO)**

**Whereas**, in correspondence dated December 8, 2025, the Commissioner of the Department of Management Services formally requested authorization for the Procurement Manager, Gimeno Simmonds, to attend the 2026 Exchange Conference sponsored by the National Association of State Procurement Officials (NASPO) and the Procurement Professionals Alliance (PPA), to be held March 9-12, 2026, in Lake Buena Vista, Florida; and

**Whereas**, the City of Mount Vernon seeks to ensure that its procurement practices are efficient, compliant, transparent, and aligned with nationally recognized best practices; and

**Whereas**, the Exchange Conference is a nationally recognized, executive-level procurement forum that convenes senior procurement officials from all U.S. states and territories to engage in advanced professional development, policy discussions, and strategic procurement planning; and

**Whereas**, the conference program includes educational sessions, strategic roundtables, continuing education units (CEUs), and peer-to-peer exchanges focused on modern procurement strategies, vendor engagement, and compliance practices; and

**Whereas**, a distinguishing feature of the conference is the opportunity for up to ten (10) structured One-on-One meetings with pre-qualified suppliers, providing direct exposure to emerging technologies, vendor capabilities, and innovative procurement solutions relevant to municipal operations; and

**Whereas**, participation in the Exchange Conference will enhance the City's procurement function by strengthening vendor evaluation methods, improving market intelligence, modernizing sourcing strategies, and reinforcing compliance with applicable procurement laws and policies; and

**Whereas**, NASPO will provide hotel accommodations, meals, conference registration reimbursement, and airline reimbursement up to Seven Hundred Dollars (\$700.00), and the early registration fee of Three Hundred Dollars (\$300.00) is fully refundable upon participation and includes two (2) years of membership in the Procurement Professionals Alliance; and

**Whereas**, *no* City funds will be expended for travel, lodging, meals, or conference registration in connection with attendance at the Exchange Conference; and

**Whereas**, the City Council finds that attendance at this conference serves a valid public purpose and will directly benefit the City of Mount Vernon by improving operational effectiveness and the professional development of key personnel.

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

**Section 1. Authorization.** The City Council hereby authorizes the Procurement Manager, Gimeno Simmonds, to attend the 2026 Exchange Conference sponsored by the National Association of State Procurement Officials (NASPO) and the Procurement Professionals Alliance (PPA), to be held March 9-12, 2026, in Lake Buena Vista, Florida.

**Section 2. No Expenditure of City Funds.** No City funds shall be expended for travel, lodging, meals, registration fees, or related expenses associated with attendance at the conference, as such costs shall be covered or reimbursed by NASPO as described herein.

**Section 3. Public Purpose.** The City Council determines that attendance at the Exchange Conference serves a legitimate public purpose by enhancing the City's procurement capabilities, strengthening vendor engagement strategies, expanding market intelligence, and promoting best practices in municipal procurement and compliance.

**Section 4. Severability.** If any provision of this Ordinance shall be adjudged invalid or unenforceable, such judgment shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

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



## CITY OF MOUNT VERNON, N.Y.

Department of Management Services

**SHAWYN PATTERSON-HOWARD, MPA**  
*Mayor*

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

**JUAN PEREZ**  
*Commissioner Management Services*

December 8, 2025

VIA EMAIL:

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

RE: Approval for the Procurement Manager to attend the 2026 Exchange Conference, sponsored by the National Association of State Procurement Officials (NASPO), FOR APPROVAL AT THE December 23<sup>rd</sup>, 2025 CITY COUNCIL MEETING

Honorable Council members:

The Department of Management Services respectfully requests that the City Council approve a Resolution authorizing the procurement manager, Gimeno Simmonds attendance at the 2026 Exchange Conference, sponsored by the National Association of State Procurement Officials (NASPO) and the Procurement Professionals Alliance (PPA), to be held March 9–12, 2026, in Lake Buena Vista, Florida.

The Exchange Conference is a nationally recognized executive-level procurement forum that brings together senior procurement professionals from all U.S. states and territories. The conference is structured to deliver targeted professional development through educational sessions, roundtable discussions, and direct engagement with pre-qualified suppliers.

A distinguishing feature of the program is up to ten (10) One-on-One supplier meetings, which provide direct exposure to vendor solutions aligned with municipal procurement needs. These sessions are designed to help agencies evaluate emerging technologies, procurement strategies, and vendor capabilities in a controlled and structured environment.

The conference also provides:

- Continuing Education Units (CEUs)
- Strategic roundtables and policy discussions
- National peer-networking opportunities
- Exposure to procurement best practices at scale

Participation in this program will directly benefit the City by strengthening vendor evaluation capabilities, modernizing procurement strategies, enhancing compliance practices, and improving operational effectiveness.

*“The Jewel of Westchester”*





## CITY OF MOUNT VERNON, N.Y.

Department of Management Services

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**JUAN PEREZ**  
*Commissioner Management Services*

NASPO will provide:

- Hotel accommodations
- Meals
- Conference registration reimbursement
- Airline reimbursement up to \$700

The early registration fee of \$300 is fully refundable upon participation and includes two (2) years of membership in Procurement Professionals Alliance.

No City funds will be expended for travel, lodging, meals, or conference fees.

Attendance will strengthen the City's procurement program through:

- Improved vendor engagement strategies
- Enhanced market intelligence for sourcing opportunities
- Professional credential development
- Peer-to-peer exchange of operational best practices

If this request meets with the approval of your Honorable Body, please enact legislation granting this authorization.

Respectfully submitted,  
Juan Perez

Commissioner Management Services

cc: Mayors Office, Comptroller

[Browse More Events](#)



# NASPO EXCHANGE™

Learn • Network • Partner

About



DATE

March 9, 2026



LOCATION

Disney's Coronado Springs Resort  
Orlando, FL





REGISTER NOW

## The Premier Procurement Conference for Procurement Professionals and Suppliers

Co-hosted by the National  
Association of State Procurement  
Officials (NASPO) and the  
Procurement Professionals Alliance  
(PPA)

The Exchange procurement conference builds relationships among the supplier community and government entities—the largest consumers of goods and services in the country. This government procurement conference is where learning, networking, and partnering come together to develop business relationships that support public

procurement outcomes that are effective, efficient, transparent, and fair.

1. Procurement professionals from state, local government, and educational institutions can apply for scholarships that include full registration, travel reimbursement, lodging and meals. NASPO member states receive two complimentary registrations, with additional attendees able to register using Professional Development funds with CPO approval.
2. Suppliers interested in government contracting opportunities can connect directly with procurement officials from across all 50 states and territories representing the nation's largest public sector consumers. Registration includes 10 guaranteed One-on-One meetings with procurement professionals, a dedicated booth in the Exchange Hub, all educational sessions, meals, and networking events. Early

registrants receive priority scheduling for One-on-One meetings.

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## Conference Objectives

- ✓ Learn through dedicated and targeted government procurement education on current trends in procurement best practices.
- ✓ Network throughout the conference during supplier One-on-One meetings, educational sessions, and networking events in the Exchange Hub.
- ✓ Partner with suppliers and



government  
procurement  
professionals to  
support  
effective public  
procurement.

BROWSE  
PAST  
EVENTS

## Who Should Attend

This event is designed for:

1. Procurement professionals from state, local government, and educational institutions
2. Suppliers and manufacturers interested in government contracting opportunities

## Why Attend

### Why Attend

Experience North America's premier public procurement event featuring guaranteed One-on-One meetings, exclusive networking opportunities, and

direct access to government procurement decision-makers from all 50 states and territories. This procurement conference offers unparalleled connections between suppliers and procurement professionals with the largest consumers of goods and services in the nation.

*Co-hosted by the National Association of State Procurement Officials (NASPO) and the Procurement Professionals Alliance (PPA)*





# 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 -1880

**Agenda Date:** 1/28/2026

**Agenda #:** 2.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO ATTEND THE NEW YORK CONFERENCE OF MAYORS (NYCOM) 2026 WINTER LEGISLATIVE MEETING**

**Whereas**, in correspondence dated January 8, 2026, the Mayor formally requested authorization to attend the New York Conference of Mayors (NYCOM) 2026 Winter Legislative Meeting to be held in Albany, New York, from February 1, 2026, through February 3, 2026; and

**Whereas**, the City of Mount Vernon is a member municipality of the New York Conference of Mayors (NYCOM), an organization that represents the interests of cities and villages throughout New York State; and

**Whereas**, the Mayor of the City of Mount Vernon currently serves as Vice President of the New York Conference of Mayors and sits on the State Emergency Medical Services (EMS) Task Force; and

**Whereas**, during said conference, the Mayor will present on matters relating to Community and Economic Development and participate in discussions concerning proposed state legislation, policy changes, and budget priorities that directly impact municipalities, including the City of Mount Vernon; and

**Whereas**, attendance at the NYCOM Winter Legislative Meeting is necessary and beneficial to ensure the City of Mount Vernon remains informed of, and actively engaged in, matters affecting municipal governance and advocacy at the state level; and

**Whereas**, the registration fee for the conference is Three Hundred Seventy-Five Dollars (\$375.00), and the total cost of the trip, including transportation, lodging, and incidental expenses, shall not exceed One Thousand Dollars (\$1,000.00); and

**Whereas**, sufficient funds are available within the Fiscal Year 2026 adopted budget under Account No. A1030.402 - BOE Education and Travel, to cover the costs associated with said travel;

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

**Section 1. Authorization to Attend Conference.** The Mayor of the City of Mount Vernon is hereby authorized to attend the New York Conference of Mayors (NYCOM) 2026 Winter Legislative Meeting to be held in Albany, New York, from February 1, 2026, through February 3, 2026.

**Section 2. Authorization of Expenditures.** The Comptroller is hereby authorized and directed to pay for the conference registration fee, transportation, lodging, and incidental expenses related to the Mayor's attendance at the NYCOM 2026 Winter Legislative Meeting, in an amount not to exceed One Thousand Dollars (\$1,000.00).

**Section 3. Budgetary Source.** All expenses authorized herein shall be charged to Account No.



A1030.402 - BOE Education and Travel, or such other account as the Comptroller shall deem appropriate, consistent with the adopted Fiscal Year 2026 budget.

**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, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section, or part thereof directly involved in the controversy.

**Section 5. 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.

Mayor Office

**SHAWYN PATTERSON-HOWARD**

*Mayor*

City Hall, One Roosevelt Square

Mount Vernon, NY. 10550

(914) 665-2360 – Fax: (914) 665-6173

**MALCOLM CLARK**

*Chief of Staff*

**KHENDRA K. DAVID**

*Deputy Chief of Staff*

January 8<sup>th</sup>, 2025

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

### **Re: New York Conference of Mayors (NYCOM) 2026 Winter Legislative Meeting**

Dear Honorable City Council Members,

This letter comes as a request to the City Council for the enactment of legislation authorizing the Mayor to attend the New York Conference of Mayors (NYCOM) 2026 Winter Legislative Meeting in Albany, NY from February 1<sup>st</sup> to February 3<sup>rd</sup>, 2026.

I serve as the Vice President of NYCOM and sit on the State EMS Task Force and – During the conference, I will present on Community and Economic Development. Additionally, this meeting is critical to stay abreast on changing state policies and to weigh in on legislative and budget priorities that impact our local community.

The registration fee is \$375.00. The entire trip including transportation, incidentals, and hotel should not exceed \$1,000.00 (One Thousand dollars). The cost of the travel, hotel fees, and incidentals will be expensed from budget *A1030.402 – BOE Education and Travel*. Please click [HERE](#) for the Tentative Agenda

In Service,

Shawyn Patterson-Howard  
Mayor

*“The Jewel of Westchester”*



## CITY OF MOUNT VERNON, N.Y.

Mayor Office

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# City of Mount Vernon, New York

## Staff Report

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**File #:** TMP -1879

**Agenda Date:** 1/28/2026

**Agenda #:** 3.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO ATTEND THE UNITED STATES CONFERENCE OF MAYORS (USCM) 94TH WINTER MEETING IN WASHINGTON, DC**

**Whereas**, in correspondence dated January 8, 2026, the Mayor formally requested authorization to attend the United States Conference of Mayors' (USCM) 94th Winter Meeting to be held in Washington, DC, from January 28, 2026, through January 30, 2026, and to participate fully in all official meetings, panels, and related events associated therewith; and

**Whereas**, the USCM Winter Meeting convenes hundreds of mayors from cities across the nation to address critical municipal issues, exchange best practices, and collaborate on policy solutions impacting America's cities; and

**Whereas**, the Mayor of the City of Mount Vernon has been invited to attend and actively participate in the 94th Winter Meeting, including serving as a panelist on three (3) panels addressing Public Safety, Climate Best Practices, and Health Equity, and the vital role of municipal government; and

**Whereas**, during the course of the meeting, the Mayor will also testify before a United States Senate Committee on Energy and Natural Resources roundtable concerning electricity prices and energy affordability, thereby representing the interests of the City of Mount Vernon at the federal level; and

**Whereas**, the Mayor will additionally assume the role of Chair of the United States Conference of Mayors Task Force on Aging, further elevating the City's leadership and involvement in national municipal policy discussions; and

**Whereas**, the registration fee for member mayors to attend the 94th Winter Meeting is One Thousand Seven Hundred Fifty Dollars (\$1,750.00); and

**Whereas**, the total cost of attendance, including registration, transportation, lodging, and incidental expenses, is anticipated not to exceed Three Thousand Dollars (\$3,000.00); and

**Whereas**, sufficient funds are available within Budget Line A1030.402 - BOE Education and Travel to cover said expenses without adverse fiscal impact to the City;

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

**Section 1. Authorization to Attend.** The Mayor of the City of Mount Vernon is hereby authorized to attend the United States Conference of Mayors' 94th Winter Meeting to be held in Washington, DC from January 28, 2026, through January 30, 2026, and to participate fully in all official meetings, panels, and related events associated therewith.

**Section 2. Authorization of Expenditures.** The City Comptroller is hereby authorized to approve and process payment for all reasonable and necessary expenses associated with the Mayor's attendance at the

meeting, including registration fees, transportation, lodging, and incidental expenses, in an amount not to exceed Three Thousand Dollars (\$3,000.00).

**Section 3. Funding Source.** All authorized expenditures pursuant to this ordinance shall be charged to Budget Line A1030.402 - BOE Education and Travel, or such other appropriate account as determined by the Comptroller, subject to the availability of funds.

**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.



## CITY OF MOUNT VERNON, N.Y.

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*Chief of Staff*

**KHENDRA K. DAVID**  
*Deputy Chief of Staff*

January 8<sup>th</sup>, 2025

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

### **Re: United States Conference of Mayors (USCM) 2026 94<sup>th</sup> Winter Meeting**

Dear Honorable City Council Members,

This letter comes as a request to the City Council for the enactment of legislation authorizing the Mayor to attend the United States Conference of Mayors (USCM) 94<sup>th</sup> Winter Meeting in Washington, DC from January 28<sup>th</sup> to January 30<sup>th</sup>, 2026.

This year's meeting will bring together hundreds of mayors from across the country. Throughout the meeting, I will have the opportunity to network with fellow mayors, exchange best practices and build on what's working in America's cities. I will be representing the city on three (3) panels. Panel 1 will be about Public Safety, Panel 2 is on Climate Best Practices, and Panel 3 is on Health Equity and the Vital Roles of Municipal Government. I will also be testifying before the U.S. Senate Committee on Energy and Natural Resources round table on electricity prices and energy affordability. In addition, I will assume the Chair of USCM Task Force on Aging. **Agenda:** [Agenda - 94th Winter Meeting](#)

The registration fee for Member Mayors is \$1,750.00. The entire trip including transportation, incidentals, and hotel should not exceed \$3,000.00 (Three Thousand dollars). The cost of the travel, hotel fees, and incidentals will be expensed from budget *A1030.402 – BOE Education and Travel*.

In Service,

Shawyn Patterson-Howard  
Mayor

*"The Jewel of Westchester"*



# 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 -1871

**Agenda Date:** 1/14/2026

**Agenda #:** 4.

### City Council:

#### **AN ORDINANCE AUTHORIZING A BUDGET TRANSFER FOR THE RENEWAL OF iWorQ SEWER MANAGEMENT AND FLEET ENTERPRISE SOFTWARE**

**Whereas**, by correspondence dated December 31, 2025, the Commissioner of the Department of Public Works formally requested authorization for the City Comptroller to transfer funds in the total amount of Sixteen Thousand Nine Hundred Seventy-One Dollars and Seventy-One Cents (\$16,971.71) within the General Fund, as shown below; and

**Whereas**, the City of Mount Vernon operates and maintains essential public infrastructure through its Department of Public Works, including sewer management and fleet operations; and

**Whereas**, the Department of Public Works is undertaking an ongoing restructuring of its fleet management process in order to improve operational efficiency, accountability, and service delivery; and

**Whereas**, the iWorQ sewer management and fleet enterprise software is a critical tool used by the Department of Public Works to support these operational and management functions; and

**Whereas**, funding is required to cover the renewal of the iWorQ sewer management and fleet enterprise software; and

**Whereas**, the transfer of funds within the adopted budget is necessary to ensure the continued operation of this software without increasing the overall budget; and

**Whereas**, the proposed budget transfer reallocates funds from an existing appropriation that has sufficient available balance to an account directly supporting contracted professional services required for this renewal;

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

**Section 1. Authorization of Budget Transfer.** The City Comptroller is hereby authorized and directed to transfer funds in the total amount of Sixteen Thousand Nine Hundred Seventy-One Dollars and Seventy-One Cents (\$16,971.71) within the General Fund, as follows:

<b>From:</b>	<b>Amount:</b>	<b>To:</b>
A1620.414 Building Maintenance: Repairs to Plant & Equipment	\$16,971.71	A1440.405 Engineering Office: Contracted Outside Services

**Section 2. Purpose.** The funds transferred pursuant to this ordinance shall be used exclusively for the renewal of the iWorQ sewer management and fleet enterprise software to support the Department of Public Works' fleet management restructuring efforts.

**Section 3. Consistency with the Budget.** This budget transfer shall not increase the total amount of appropriations authorized in the adopted budget and is deemed necessary for the efficient operation of City services.

**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.

**Section 5. 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.  
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*

December 31, 2025

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

Re: Transfer of Funds

Dear Honorable City Council Members:

The following department budget transfer is necessary to cover the renewal of the iWorQ sewer management and fleet enterprise software. This transfer is necessary to support the efforts of the Public Works department in our continued restructuring of the fleet management process.

FROM	AMOUNT	TO
A1620.414 Building Maintenance: Repairs to Plant & Equipment	\$16,971.71	A1440.405 Engineering Office: Contracted Outside Services

If this meets with the approval of Your Honorable Body, kindly have the necessary legislation enacted to transfer funds.

Respectfully,

Damani L. Bush  
DPW Commissioner

Cc: Comptroller's Office / File  
DB/lp

*"The Jewel of Westchester"*



# City of Mount Vernon, New York

## Staff Report

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104  
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10550  
& VIA  
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**File #:** TMP -1881

**Agenda Date:** 1/28/2026

**Agenda #:** 5.

### City Council:

#### **AN ORDINANCE ADOPTING THE FISCAL YEAR 2026 OPERATING BUDGET OF THE BOARD OF WATER SUPPLY OF THE CITY OF MOUNT VERNON**

**Whereas**, in correspondence dated January 8, 2026, the Commissioner of the Board of Water Supply formally requested authorization for the Fiscal Year 2026 operating budget of the Board of Water Supply to be approved and adopted in its entirety, as submitted to the City Council and on file with the City Clerk; and

**Whereas**, the Board of Water Supply of the City of Mount Vernon is charged with the responsibility of operating, maintaining, and managing the City's water supply system for the benefit of the public; and

**Whereas**, the proposed Fiscal Year 2026 operating budget reflects the anticipated operational needs of the Board of Water Supply for the 2026 fiscal year; and

**Whereas**, said budget has been prepared to ensure the continued delivery of essential water services to the residents and businesses of the City of Mount Vernon; and

**Whereas**, the proposed budget is intended to maintain fiscal responsibility while ensuring compliance with all applicable laws, rules, and regulations; and

**Whereas**, the City Council of the City of Mount Vernon has reviewed the proposed Fiscal Year 2026 operating budget of the Board of Water Supply and finds it to be in the best interest of the City and its residents to approve and adopt the same;

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

**Section 1. Adoption of Fiscal Year 2026 Board of Water Supply Budget.** The Fiscal Year 2026 operating budget of the Board of Water Supply, as submitted to the City Council and on file with the City Clerk, is hereby approved and adopted in its entirety.

**Section 2. Authorization to Implement Budget.** The Board of Water Supply is hereby authorized and directed to implement and administer the Fiscal Year 2026 operating budget in accordance with its terms and applicable law.

**Section 3. Consistency With Fiscal Controls.** All expenditures made pursuant to the adopted Fiscal Year 2026 operating budget shall be subject to applicable City fiscal controls, procurement requirements, and auditing procedures.

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

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



# BOARD OF WATER SUPPLY

M O U N T V E R N O N , N E W Y O R K

MAYOR SHAWYN PATTERSON HOWARD

COMMISSIONER CARLTON C. SPRUILL

SUPERINTENDENT JOHN F. ARENA

CITY HALL – ROOM 2  
MOUNT VERNON, NY 10550

(914) 668-7820 PHONE  
(914) 668-2316 FAX

January 8, 2026

VIA EMAIL:

Honorable Members of the City Council  
(Through the Office of the Mayor)  
City Hall – 1 Roosevelt Square  
Mount Vernon, NY 10550

RE: BOARD OF WATER SUPPLY FISCAL YEAR 2026 BUDGET

Dear Honorable Council Members:

On behalf of the Board of Water Supply, I respectfully submit our proposed Fiscal Year 2026 operating budget for review and adoption by the City Council.

The attached budget reflects the Board of Water Supply's anticipated operational needs for the 2026 fiscal year. It has been prepared to ensure continued delivery of essential services while maintaining fiscal responsibility and compliance.

Please let me know if you require any additional information or clarification.

Thank you for your consideration and support.

Respectfully submitted,

  
Carlton Spruill  
Commissioner



MOUNT VERNON  
The Heart of Westchester



# 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 -1868

**Agenda Date:** 1/14/2026

**Agenda #:** 6.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A SOFTWARE-AS-A-SERVICE (SAAS) AGREEMENT WITH TYLER TECHNOLOGIES FOR THE IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM**

**Whereas**, by correspondence dated January 5, 2026, the Commissioner of the Board of Water Supply (the “Board”) formally requested authorization for the Mayor, on behalf of the Board of Water Supply, to enter into a Software-as-a-Service (SAAS) agreement with Tyler Technologies for the implementation and use of its Enterprise Resource Planning (ERP) system, substantially in accordance with the submitted Scope of Work; and

**Whereas**, the City of Mount Vernon Board of Water Supply is responsible for the administration, operation, and management of the City’s water utility services; and

**Whereas**, the Board seeks to modernize and enhance its financial, operational, and administrative systems through the adoption of an integrated Enterprise Resource Planning (“ERP”) platform; and

**Whereas**, Tyler Technologies is a nationally recognized provider of Software-as-a-Service (SAAS) solutions for municipal and public sector operations, including the ERP system formerly known as Munis; and

**Whereas**, the City of Mount Vernon currently utilizes Tyler Technologies’ enterprise systems for its municipal operations, and alignment of the Board’s systems with the City’s existing platform will promote efficiency, consistency, data integrity, and interdepartmental coordination; and

**Whereas**, the Board proposes to adopt Tyler Technologies’ ERP system as its primary platform for water utility administration and operations management, with an effective date of January 1, 2026, and a targeted Go-Live date in calendar year 2027; and

**Whereas**, the estimated cost of the proposed agreement includes one-time implementation fees in the amount of Two Hundred Fifty-Three Thousand One Hundred Seventy-Nine Dollars (\$253,179.00), exclusive of estimated travel costs in the amount of Twenty-Four Thousand Six Hundred Sixty Dollars (\$24,660.00); and

**Whereas**, the agreement further includes a recurring annual subscription fee in the amount of Fifty-Four Thousand Five Hundred Sixty-Five Dollars (\$54,565.00), commencing July 1, 2026, for a three-year term, prorated as applicable; and

**Whereas**, a Scope of Work (“SOW”) outlining the services to be provided by Tyler

Technologies has been submitted for review and consideration; and

**Whereas**, sufficient funds to support this implementation and associated agreement are available within the Board of Water Supply's Fiscal Year 2026 adopted budget; and

**Whereas**, the City Council finds that entering into this agreement is in the best interests of the City of Mount Vernon and its residents and will improve the efficiency, transparency, and effectiveness of water utility operations;

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

**Section 1. Authorization.** The City Council hereby authorizes the Mayor, on behalf of the Board of Water Supply, to enter into a Software-as-a-Service (SAAS) agreement with Tyler Technologies for the implementation and use of its Enterprise Resource Planning (ERP) system, substantially in accordance with the submitted Scope of Work.

**Section 2. Term and Effective Date.** The agreement shall be effective as of January 1, 2026, with implementation activities commencing thereafter and a targeted system Go-Live date in 2027. The subscription component of the agreement shall commence on July 1, 2026, for a three-year term, prorated as applicable.

**Section 3. Financial Authorization.** The City Council authorizes expenditures associated with the agreement, including:

- One-time implementation fees not to exceed \$253,179.00;
- Estimated travel-related costs not to exceed \$24,660.00; and
- Annual subscription fees in the amount of \$54,565.00, subject to proration and budgetary appropriations.

**Section 4. Budgetary Source.** All authorized expenditures shall be funded from monies appropriated in the Board of Water Supply's Fiscal Year 2026 adopted budget, or from such other funds as may be lawfully available.

**Section 5. Severability.** If any section, subsection, clause, or provision of this ordinance shall be adjudged invalid or unconstitutional, such determination shall not affect the validity of the remaining portions of this ordinance.

**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.





# BOARD OF WATER SUPPLY

M O U N T V E R N O N , N E W Y O R K

MAYOR SHAWYN PATTERSON HOWARD

COMMISSIONER CARLTON C. SPRUILL

SUPERINTENDENT JOHN F. ARENA

CITY HALL – ROOM 2  
MOUNT VERNON, NY 10550

(914) 668-7820 PHONE  
(914) 668-2316 FAX

January 5, 2026

VIA EMAIL:

Honorable Members of the City Council  
(Through the Office of the Mayor)  
City Hall – 1 Roosevelt Square  
Mount Vernon, NY 10550

RE: REQUESTING AUTHORIZATION TO ENTER INTO A SOFTWARE-AS-A-SERVICE (SAAS) AGREEMENT WITH TYLER TECHNOLOGIES

Dear Honorable Council Members:

This letter serves as a formal request for the enactment of legislation authorizing the City of Mount Vernon Board of Water Supply to enter into an agreement with Tyler Technologies to adopt its Enterprise Resource Planning (ERP) system (formerly Munis) as the Board's primary platform for water utility administration and operations management, effective January 1, 2026, with a target Go-Live date in 2027.

This implementation will bring the Board of Water Supply into system alignment with the City of Mount Vernon, which currently utilizes Tyler Technologies for its enterprise operations. The estimated cost of the implementation includes one-time implementation fees totaling \$253,179, excluding travel costs estimated at \$24,660, and a recurring annual subscription fee of \$54,565, beginning July 1, 2026, for a three-year term, prorated accordingly. An enclosed Scope of Work (SOW) is submitted for your review and consideration.

Funds for this implementation and associated agreement are available in the Board of Water Supply's Fiscal Year 2026 budget.

Thank you for your consideration of this request. If you have any questions or concerns, please feel free to contact me.

Respectfully submitted,

  
Carlton Spruill  
Commissioner



MOUNT VERNON  
The Quality of Water Matters



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
CITY HALL, MOUNT  
VERNON, NEW YORK  
10550  
& VIA  
FACEBOOK.  
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**File #:** TMP -1858

**Agenda Date:** 1/14/2026

**Agenda #:** 7.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES FOR THE FUNDING OF THE YOUTH BUREAU'S EMPOWERED PROGRAM**

**Whereas**, in correspondence dated December 30, 2025, the Executive Director of the Youth Bureau formally requested authorization for the Mayor to enter into an agreement with the New York State Office of Children and Family Services to accept grant funds in the amount of \$30,000.00 for the purpose of implementing the Youth Bureau's EmpowerMED Program; and

**Whereas**, the City of Mount Vernon, through its Youth Bureau, seeks to provide meaningful educational and career exploration opportunities to the City's youth, particularly those from underserved communities; and

**Whereas**, the New York State Office of Children and Family Services ("OCFS") has made available grant funding in the amount of Thirty Thousand Dollars (\$30,000.00) to support youth development programming; and

**Whereas**, the Mount Vernon Youth Bureau has been awarded said funds to implement the EmpowerMED Program, an initiative designed to expand students' awareness of a broad range of careers in medicine and healthcare beyond traditionally visible roles; and

**Whereas**, the EmpowerMED Program is scheduled to commence in February 2026 and will be implemented in partnership with Montefiore Medical Center and Albert Einstein College of Medicine, Bronx location; and

**Whereas**, the EmpowerMED Program will provide an immersive educational experience for twenty-four (24) high school juniors and seniors, exposing participants to professionals across the medical and healthcare spectrum, including but not limited to surgeons, radiologists, epidemiologists, clinical laboratory scientists, respiratory therapists, and healthcare executives; and

**Whereas**, the program is intended to equip participating students with the confidence, vocabulary, and foundational understanding necessary to navigate careers in the medical field, thereby helping to reduce barriers for first-generation, low-income, and underrepresented minority students; and

**Whereas**, the grant funds are **reimbursable**, require no matching funds, and are to be recorded in Revenue Code A3389.1, with appropriations to the following budget codes:

- A7340.101 - Salaries



- A7340.402 - Travel
- A7340.405 - Contracted Outside Services
- A7340.407 - Leasing & Printing
- A7340.458 - Miscellaneous
- A7340.467 - Program Supplies
- A7340.803 - FICA; and

**Whereas**, the OCFS award letter is dated August 11, 2025, but was not received by the Youth Bureau's Executive Director until December 2025, resulting in the referral being submitted at this time; and

**Whereas**, the City Council finds that acceptance of this grant and implementation of the EmpowerMED Program is in the best interests of the City of Mount Vernon and its youth;

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

**Section 1. Authorization to Enter into Agreement.** The Mayor of the City of Mount Vernon is hereby authorized to enter into an agreement with the New York State Office of Children and Family Services to accept grant funds in the amount of \$30,000.00 for the purpose of implementing the Youth Bureau's EmpowerMED Program.

**Section 2. Acceptance and Use of Funds.** The grant funds shall be accepted and utilized solely for the operation and administration of the EmpowerMED Program in accordance with the terms and conditions set forth by OCFS and applicable laws, rules, and regulations.

**Section 3. Budgetary Authorization.** The Comptroller is hereby authorized to record said funds in Revenue Code A3389.1 and to appropriate and expend such funds from the following budget codes: A7340.101, A7340.402, A7340.405, A7340.407, A7340.458, A7340.467, and A7340.803.

**Section 4. No Local Match Required.** This grant is reimbursable and requires no local matching funds, and no additional financial obligation shall be incurred by the City beyond the amount reimbursed by OCFS.

**Section 5. Severability.** If any clause, sentence, paragraph, 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 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.  
MOUNT VERNON YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY 10550  
(914) 665-2344 – Fax: (914) 665-1373  
cityofmountvernonyouthbureau@gmail.com  
HTTP://youthbureau.cmvny.com  
@mountvernonyb/ mvnyouthbureau

DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*

DENA T. WILLIAMS, MPA  
*Deputy Director*

December 30, 2025

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

Dear Honorable Members:

This letter respectfully requests that the City Council enact legislation enabling the Mayor to enter into an agreement with the New York State Office of Children and Family Services allowing the Mount Vernon Youth Bureau to accept funds of **\$30,000.00** for the Youth Bureau's **EmpowerMED** Program. The Program is scheduled to begin in February 2026 in partnership with the Mount Vernon Montefiore Medical Center and Albert Einstein, Bronx location.

The purpose of the EmpowerMED Program is to dramatically expand students' awareness of the diverse array of careers in medicine and healthcare beyond the most visible ones. This will be accomplished by interaction with professionals across the spectrum from surgeons and radiologists to epidemiologists, clinical lab scientists, respiratory therapist, and hospital CEOs. Exposure of such will help students find a potential fit they may never have known exists, especially in high demand, high growth, technical, and supportive roles. The Mount Vernon Youth Bureau alongside with the Montefiore Hospitals will create a structure immersive experience that levels the play field, which will provide 24 high school juniors and seniors with the confidence, vocabulary, and understanding to navigate through the medical field which aid in reducing barriers for first generation, low income or unexposed minority students.

Funds are to be accounted for in revenue code A3389.1 with appropriations in budget codes: A7340.101 (Salaries), A7340.402 (Travel), A7340.405 (Contracted Outside Services), A7340.407 (Leasing & Printing), A7340.458 (Misc.), A7340.467 (Program Supplies), A7340.803 (FICA). This is a reimbursable grant which requires no matching obligation.

Please note, the award letter dates August 11, 2025, but was mailed to the Executive Director in December 2025, which resulted in the referral letter being submitting at this time. Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@mountvernonny.gov](mailto:Dburrell@mountvernonny.gov).



**CITY OF MOUNT VERNON, N.Y.**  
**MOUNT VERNON YOUTH BUREAU**

---

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY 10550  
(914) 665-2344 – Fax: (914) 665-1373  
cityofmountvernonyouthbureau@gmail.com  
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@mountvernonyb/ mv youthbureau

**DEBBIE BURRELL-BUTLER, MBA**  
*Executive Director*

**DENA T. WILLIAMS, MPA**  
*Deputy Director*

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

**Enclosed: Award Letter**

**CC:** Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel



# Office of Children and Family Services

KATHY HOCHUL  
Governor

DAMIA HARRIS-MADDEN, Ed.D., MBA, M.S.  
Commissioner

August 11, 2025

Debbie Butler  
**City of Mount Vernon Youth Bureau**  
One Roosevelt Square  
Mount Vernon, NY 10550

Dear Debbie Butler:

Congratulations! An Award has been established in the 2025-2026 State Budget for your Agency to be administered by the New York State Office of Children and Family Services (OCFS). The award will become final upon funding approval and your successful completion of the contract process.

Your staff must work with OCFS to complete the contract development and execution process. Please keep the following things in mind as you proceed:

- **Keep this letter for reference.** It provides important information you will need and contact information for the OCFS staff who will assist you. Please share it with anyone in your organization who will be working on contract development.
- **Begin the contract development process immediately.** This is necessary to meet our goal of having an approved contract before the contract start date.
- If your grant is over \$50,000, once contract development is complete, the contract must be **approved by the Office of the New York State Comptroller (OSC)**. It will then be "fully executed" and you can begin to submit claims against the grant. A contract approval letter with instructions to start the claiming process will be sent when this has occurred.
- OCFS does NOT expect you to begin providing services without this contract being fully executed. If you choose to do so, you run the risk of incurring expenses that OCFS may not be able to pay. If you have any questions about this, please contact your OCFS Contract Manager listed at the end of this document.
- OCFS periodically schedules Webex presentations on pre-contract requirements, contract development and claim development that can help you with the contracting process. If you are not able to attend a session or there is not one scheduled, you may use the reference material on the website. Although it was developed for paper based contracting the information is the same and pertains to the online contract development process. Find more information at: <https://ocfs.ny.gov/main/contracts/grants>

## Award Information

Please note that your grant cannot be claimed against until your contract is successfully developed and approved (as described above). Here is your contract award information:

Contract Number:	TM12823	Award Number:	LA5591
Earliest Date to Start:	April 1, 2025		
Latest Date to Start	March 31, 2026		
Total Contract Value:	\$30000		

Please note that although your grant cannot start earlier than the date stated above, it must start on or before the latest date to start listed above.

### **Contract Due Date**

Our goal is to have a fully executed contract to meet prompt contracting deadlines. To accomplish this, you will be given 30 calendar days to develop your contract and work with OCFS staff to make any needed refinements. If you do not submit all required documents within 30 days, OCFS will be unable to complete the contract process and your contract approval will be delayed.

### **Contracting Guides & Requirements**

- A copy of the Initiative Form including the purpose of the grant is attached for your use.
- The contract term for this award must include the time necessary to complete the program/project and expend the award funds and must start within the State Fiscal Year in which it was awarded.

### **Contract Management System**

- You will use OCFS's online Contract Management System (CMS) during contract development and throughout the life of your contract. CMS is accessed at the following link <https://my.ny.gov/> and it is recommended that you use the Chrome internet browser.
- Information about how to use CMS is available online at <https://ocfs.ny.gov/main/contracts/cms/CMS-Contractor-Manual.pdf>. Your staff will be able to complete specific tasks based on their assigned CMS "role." Additional information on CMS roles is in the CMS Contractor Manual.
- Important: If your organization does not currently have access to CMS, or if you need to add or remove users, or change roles for your organization, please complete the CMS Authorization Form and return it to OCFS immediately. The CMS Authorization Form (OCFS-4821) and instructions are available here: <https://ocfs.ny.gov/forms/omtv/OCFS-4821.docx> Once users are authorized for your organization, if you need to assign additional staff to work on specific contracts or change assignments, please reach out to your OCFS Program Manager for assistance.
- **Helpful Hint:** It is recommended that you designate at least two individuals for each CMS role so that multiple staff can work on contract and claim tasks. However, for each specific contract, you will assign one primary staff member for each role. The primary staff member will receive all future system emails for work on that specific contract.

### **OCFS Contacts**

If you have any questions regarding the contract development process, please feel free to contact your assigned Contract Manager, Seema Bisht at 518-473-6001 or via email at [seema.bisht@ocfs.ny.gov](mailto:seema.bisht@ocfs.ny.gov). Please have the contract and award number available when calling for assistance.

Again, congratulations on your award. We look forward to working with you.

Sincerely,



Suzanne Mantica  
Director  
Bureau of Contract Management

cc: Damia Harris-Madden, Ed.D., MBA, M.S  
Commissioner

Enclosures



# City of Mount Vernon, New York

## Staff Report

1 ROOSEVELT SQ. RM.  
104  
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VERNON, NEW YORK  
10550  
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**File #:** TMP -1859

**Agenda Date:** 1/14/2026

**Agenda #:** 8.

### City Council:

#### **AN ORDINANCE RETROACTIVELY AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE WESTCHESTER COUNTY YOUTH BUREAU TO ACCEPT FUNDS FOR THE GEM PROGRAM AND TO PROVIDE REQUIRED CITY MATCHING FUNDS**

**Whereas**, in correspondence dated December 29, 2025, the Executive Director of the Youth Bureau formally requested authorization for the Mayor to retroactively enter into and execute an agreement with the Westchester County Youth Bureau, enabling the Mount Vernon Youth Bureau to accept grant funding in the amount of Fifty Thousand Dollars (\$50,000.00) for the GEM Program; and

**Whereas**, the GEM Program is a three-year reimbursable grant, requiring a city cash match in the amount of Five Thousand Five Hundred Fifty-Six Dollars (\$5,556.00) per year, for a total of three (3) years, commencing January 1, 2026, through December 31, 2028; and

**Whereas**, the GEM Program provides after-school and summer programming at two to three (2-3) middle schools within the Mount Vernon City School District, targeting 55 middle school girls aged 11-15 residing in Mount Vernon neighborhoods, with an emphasis on social, physical, mental, and emotional support; and

**Whereas**, the purpose of the program is to equip participating youth with character education, leadership skills, civic engagement, and core competencies that foster positive personal growth and lifelong skill development; and

**Whereas**, grant funds shall be accounted for in revenue code A2229.8, with appropriations allocated to budget codes A7327.101 (Salaries), A6295.402 (Travel Expense), A6295.405 (Contracted Outside Services), A6295.458 (Miscellaneous), and A6295.467 (Program Supplies); and

**Whereas**, this is a reimbursable grant which requires the City's cash match of \$5,556 per year, which shall initially be paid out of budget line A7312.405 - Contracted Outside Services; and

**Whereas**, the City Council finds that participation in this program supports the education, personal development, and civic engagement of Mount Vernon youth and advances the public interest;

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

**Section 1. Authorization.** The Mayor of the City of Mount Vernon is hereby authorized and directed to enter into an agreement with the Westchester County Youth Bureau to accept grant funding in the amount of Fifty Thousand Dollars (\$50,000.00) for the GEM Program for the period

January 1, 2026, through December 31, 2028, in substantially the form presented to the City Council and on file with the City Clerk.

**Section 2. City Match.** The City is authorized to provide a cash match of Five Thousand Five Hundred Fifty-Six Dollars (\$5,556.00) per year for each year of the grant, for a total of three (3) years. Initial matching funds shall be disbursed from budget line A7312.405 - Contracted Outside Services.

**Section 3. Funding and Appropriations.** Grant funds shall be accounted for in revenue code A2229.8 and appropriated to the following budget lines:

- A7327.101 - Salaries
- A6295.402 - Travel Expense
- A6295.405 - Contracted Outside Services
- A6295.458 - Miscellaneous
- A6295.467 - Program Supplies

**Section 4. Reimbursable Grant.** This ordinance acknowledges that the GEM Program grant is reimbursable in nature, and the City's cash match is required as described herein.

**Section 5. Severability.** If any provision of this ordinance is adjudged invalid 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.**  
MOUNT VERNON YOUTH BUREAU

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY 10550  
(914) 665-2344 – Fax: (914) 665-1373  
cityofmountvernonyouthbureau@gmail.com  
HTTP://youthbureau.cmvny.com  
@mountvernonyb/ mvnyouthbureau

**DEBBIE BURRELL-BUTLER, MBA**  
*Executive Director*

**DENA T. WILLIAMS, MPA**  
*Deputy Director*

December 29, 2025

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

Dear Honorable Members:

This letter respectfully requests that the City Council enact legislation enabling the Mayor to enter into an agreement with the Westchester County Youth Bureau, allowing the Mount Vernon Youth Bureau to accept funds of **\$50,000** for the GEM Program, which is a three-year reimbursable grant. This grant requests a cash match in the amount of **\$5,556** per year for three years, commencing January 1, 2026, through December 31, 2028.

The GEM Program is an after-school and a summer program within 2-3 specific middle schools through the Mount Vernon City School District. The purpose of the Program is to equip **55** girls with character education, leadership skills development, and civic activities that build core competencies, lifelong skill sets, and attributes to foster positive maturation. The program will target middle school girls aged 11-15, who reside in Mount Vernon, NY neighborhoods and in need of social, physical, mental, and emotional support.

Funds are to be accounted for in revenue code A2229.8 with an appropriation in budget codes: A7327.101 (salaries), A6295.402 (Travel Expense), A6295.405 (Contracted Outside Services), A6295.458 (Misc.), and A6295.467 (Program Supplies). This is a reimbursable grant and require a matching of \$5,556, which will initially be paid from A7321.405.

Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@mountvernony.gov](mailto:Dburrell@mountvernony.gov).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

**Enclosed: Award Letter**

CC: ~~Shawyn Patterson-Howard~~ Mayor  
Brian Johnson, Corporation Counsel





Kenneth W. Jenkins  
County Executive  
Ernest L. McFadden  
Executive Director, Westchester County Youth Bureau

December 18, 2025

Debbie Burrell-Butler  
Executive Director  
City of Mount Vernon – Youth Bureau  
One Roosevelt Square  
Mount Vernon, NY 10550

Dear Ms. Burrell-Butler,

I am pleased to inform you that the Westchester County Youth Bureau has accepted your response to the 2026-2028 Invest in Kids Request for Proposals (RFP) for the program(s) listed below. This process was highly competitive and we congratulate you for scoring within range to deliver the following program(s) and service(s):

Name of Program: Girls Embracing Maturity GEM	Amount Awarded: \$50,000 / per year
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As stated within the RFP, funding is contingent upon available funds for up to three years. Your organization is required to provide a cash match, which amounts to \$5,556/per year for a total contract amount of \$55,556/per year. The funding cycle is 2026 – 2028; therefore, your agency can anticipate funding from January 1, 2026 through December 31, 2028, based upon contract compliance and continued appropriation of funds to the Youth Bureau. Please be reminded, as stated in the RFP, **no fees** may be charged to individuals enrolled in the abovementioned program.

An agreement for services (the “Agreement”) is subject to approval by the Westchester County Board of Acquisition and Contract and also contingent upon review and approval of the program application and budget submitted in response to the RFP by the Westchester County Youth Bureau staff. This final review may result in changes from the original application. To expedite the review process, a Program Administrator will contact you on or before January 6, 2026. In preparation for the contract process, your agency is strongly encouraged to register with the county’s Vendor Portal. The first step in using the portal is the Vendor Document Repository Module, which allows vendors to upload and save scanned images of required supporting documents and then link them to each county contract. The link to access the Vendor Portal is: <http://business.westchestergov.com/vendor-portal>

Please note that the Agreement that your organization is required to enter into with Westchester County shall contain a provision that the County shall retain the right, upon the occurrence of any release by the Governor of a proposed budget of the State of New York and/or the adoption of the State budget or any amendments thereto, and after the County has a reasonable period of time to conduct an analysis of the impacts of such budget(s) on County finances, to terminate the Agreements authorized herein or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to your organization, then your organization shall have the right to terminate the Agreement upon reasonable prior written notice.



# 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 -1860

**Agenda Date:** 1/14/2026

**Agenda #:** 9.

### City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR TO  
ENTER INTO AN AGREEMENT WITH THE NEW YORK  
STATE OFFICE OF CHILDREN AND FAMILY SERVICES,  
THROUGH THE WESTCHESTER COUNTY YOUTH  
BUREAU, AND AUTHORIZING THE ACCEPTANCE OF  
FUNDS FOR THE YOUTH DEVELOPMENT PROGRAM (YDP)**

**Whereas**, in correspondence dated December 30, 2025, the Executive Director of the Youth Bureau formally requested authorization for the Mayor to enter into an agreement with the New York State Office of Children and Family Services, through the Westchester County Youth Bureau, for the acceptance of \$19,790.00 in funding for the Youth Development Program (YDP) for the period October 1, 2025, through September 30, 2026; and

**Whereas**, the City of Mount Vernon, through its Youth Bureau, provides programs and services designed to promote positive youth development, workforce readiness, and economic security for young people; and

**Whereas**, the New York State Office of Children and Family Services (“NYSOCFS”), through the Westchester County Youth Bureau, has made available funding for Youth Services programs that support training, academies, enrichment activities, resources, and work experience opportunities for youth; and

**Whereas**, the Mount Vernon Youth Bureau has been awarded funding in the amount of Nineteen Thousand Seven Hundred Ninety Dollars (\$19,790.00) for the Youth Development Program (YDP), a one-year reimbursable grant commencing October 1, 2025, and ending September 30, 2026; and

**Whereas**, the Youth Development Program is intended to serve youth between the ages of 14 and 24, supporting both internal and external growth through the Touchstone Life Areas by introducing economic security, workforce experience, and personal development opportunities; and

**Whereas**, the grant is reimbursable in nature and requires no local matching funds; and

**Whereas**, grant revenues shall be deposited in Revenue Code A2229.8, with appropriations to be made in Budget Code A7311.101 (Salaries) and Budget Code A7311.803 (FICA); and

**Whereas**, the award letter from NYSOCFS is dated December 9, 2025, and submission of the referral request was delayed due to the Executive Director of the Mount Vernon Youth Bureau being on approved Family and Medical Leave Act (FMLA) leave and the intervening holiday season; and

**Whereas**, the City Council finds it to be in the best interest of the City of Mount Vernon to

authorize the acceptance of said funds and the execution of the necessary agreement to support youth development services;

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

**Section 1. Authorization.** The Mayor of the City of Mount Vernon is hereby authorized to enter into an agreement with the New York State Office of Children and Family Services, through the Westchester County Youth Bureau, for the acceptance of \$19,790.00 in funding for the Youth Development Program (YDP) for the period October 1, 2025, through September 30, 2026.

**Section 2. Acceptance of Funds.** The City of Mount Vernon is hereby authorized to accept said funds, which the Mount Vernon Youth Bureau shall administer in accordance with the terms and conditions of the grant agreement.

**Section 3. Budgetary Authorization.** Grant revenues shall be recorded in Revenue Code A2229.8, with corresponding appropriations made in A7311.101 (Salaries) and A7311.803 (FICA). Said grant shall be reimbursable and shall require no matching funds from the City.

**Section 4. Implementation.** The Mayor, Corporation Counsel, Comptroller, and all other appropriate City officials are hereby authorized and directed to take all actions necessary to implement this Ordinance and to execute any documents required to effectuate the purposes herein.

**Section 5. 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.  
MOUNT VERNON YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY 10550  
(914) 665-2344 – Fax: (914) 665-1373  
cityofmountvernonyouthbureau@gmail.com  
HTTP://youthbureau.cmvny.com  
@mountvernonyb/ mv youthbureau

DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*

DENA T. WILLIAMS, MPA  
*Deputy Director*

December 30, 2025

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

Dear Honorable Members:

This letter respectfully requests that the City Council enact legislation enabling the Mayor to enter into an agreement with the New York State Office of Children and Family Services through the Westchester County Youth Bureau, allowing the Mount Vernon Youth Bureau to accept funds of **\$19,790.00** for the Youth Development Program (YDP), which is a one year reimbursable grant commencing October 1, 2025, through September 30, 2026.

The purpose of the Youth Services from the NYSOCFS is to support the implementation of positive youth development programs which are offered through the MVYB by providing youth with training, academies, programs, resources and work experience opportunities. The Youth Services Program is intended to build both internal and external growth. This is done by introducing economic security and work experience gear towards youth ages 14 to 24 to attain program goals and objective identified by the Touchstone Life Areas.

Funds are to be accounted for in revenue code A2229.8 with appropriations in budget codes: A7311.101 (Salaries), A7311.803 (FICA). This is a reimbursable grant which requires no matching obligation.

Please note, the award letter dates December 9, 2025. The Executive Director was on FMLA, and the holiday season was upon us, which resulted in the referral letter being submitting at this time. Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@mountvernonny.gov](mailto:Dburrell@mountvernonny.gov).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

**Enclosed: Award Letter**

CC: Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel



Kenneth W. Jenkins  
County Executive

Ernest L. McFadden  
Executive Director, Westchester County Youth Bureau

December 9, 2025

Debbie Burrell-Butler  
Executive Director – Youth Bureau  
City of Mount Vernon  
1 Roosevelt Square  
Mount Vernon, New York 10550

Dear Ms. Burrell-Butler,

I am pleased to inform you that the Westchester County Youth Bureau has awarded your city in connection with the New York State Office of Children and Family Services **Youth Development Programs** funding to deliver the following program, for the period October 1, 2025 continuing through September 30, 2026:

Name of Program: Mt. Vernon Youth Services	Amount Awarded: \$19,790.00
--	-----------------------------

Your agency will be required to submit an application and associated budget as well as an annual assessment to report on the performance measures implemented to achieve your chosen Touchstone Life Area. An agreement for services is subject to a resolution approval by the Westchester County Board of Acquisition and Contract and also contingent upon review and approval of the program application and budget submitted.

Please note that the Agreement that your organization is required to enter into with Westchester County shall contain a provision that the County shall retain the right, upon the occurrence of any release by the Governor of a proposed budget of the State of New York and/or the adoption of the State budget or any amendments thereto, and after the County has a reasonable period of time to conduct an analysis of the impacts of such budget(s) on County finances, to terminate the Agreements authorized herein or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the contract agencies, then the contract agencies shall have the right to terminate their respective Agreements upon reasonable prior written notice.

**Please be advised that all contracts will now be executed through the County's mandatory E-Signature Portal. This new process will streamline contract execution and eliminate the need for paper copies.** Additional information and step-by-step instructions regarding the use of the portal will be provided to you shortly.

The Westchester County Youth Bureau program administrator for this program is Chandreyee Mitra. Her number is 995-2754 and her email is [cxme@westchestercountyny.gov](mailto:cxme@westchestercountyny.gov). Please contact her with any questions.

Thank you,

Ernest McFadden  
Executive Director



# 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 -1861

**Agenda Date:** 1/14/2026

**Agenda #:** 10.

### City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR  
TO ENTER INTO AN AGREEMENT WITH THE  
WESTCHESTER COUNTY YOUTH BUREAU FOR THE  
ACCEPTANCE OF GRANT FUNDS IN THE AMOUNT OF  
\$25,000 FOR THE MOVING IN MOTION (M.I.M.) PROGRAM**

**Whereas**, in correspondence dated December 29, 2025, the Executive Director of the Youth Bureau formally requested authorization for the Mayor to enter into an agreement with the Westchester County Youth Bureau for the acceptance of grant funds in the amount of \$25,000.00 for the Moving in Motion (M.I.M.) Program, for the grant period of October 1, 2025, through September 30, 2026; and

**Whereas**, the City of Mount Vernon, through its Youth Bureau, provides programs and services designed to promote the physical, emotional, and social well-being of the City's youth; and

**Whereas**, the Westchester County Youth Bureau has awarded the City of Mount Vernon a one-year reimbursable grant in the amount of Twenty-Five Thousand Dollars (\$25,000.00) for the Moving in Motion (M.I.M.) Program, for the period commencing October 1, 2025, and ending September 30, 2026; and

**Whereas**, the purpose of the Moving in Motion (M.I.M.) sport education program is to foster a positive relationship with one's body by emphasizing function, capability, and overall wellness rather than aesthetics; and

**Whereas**, the M.I.M. Program provides a structured and supportive environment in which youth can manage stress, reduce anxiety, and build resilience through physical activity, goal setting, and skill development; and

**Whereas**, although the M.I.M. Program is not competitive in nature, it promotes emotional regulation, impulse control, and the ability to respond constructively to both success and adversity, thereby strengthening emotional intelligence and mental well-being; and

**Whereas**, the grant funds shall be accounted for as revenue in Revenue Code A2229.8, with corresponding appropriations in the following budget codes:

- A7338.101 - Salaries
- A7338.104 - Part-Time
- A7338.203 - Equipment

- A7338.401 - Travel Expense
- A7338.405 - Contracted Outside Services
- A7338.458 - Miscellaneous
- A7338.467 - Program Supplies; and

**Whereas**, this grant is fully reimbursable and does not require any cash or in-kind matching funds from the City of Mount Vernon; and

**Whereas**, the award letter for said grant is dated December 9, 2025, and submission of the referral letter occurred thereafter due to the Executive Director being on Family and Medical Leave Act (FMLA) leave and the intervening holiday season; and

**Whereas**, the City Council of the City of Mount Vernon finds it to be in the best interest of the City and its youth to accept said grant and authorize the execution of the required agreement.

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

**Section 1. Authorization to Enter into Agreement.** The Mayor of the City of Mount Vernon is hereby authorized and directed to enter into an agreement with the Westchester County Youth Bureau for the acceptance of grant funds in the amount of \$25,000.00 for the Moving in Motion (M.I.M.) Program, for the grant period of October 1, 2025, through September 30, 2026.

**Section 2. Acceptance and Use of Funds.** The City of Mount Vernon Youth Bureau is hereby authorized to accept and expend said grant funds strictly in accordance with the terms and conditions set forth by the Westchester County Youth Bureau and for purposes related to the implementation and operation of the Moving in Motion (M.I.M.) Program.

**Section 3. Budgetary Authorization.** The grant funds shall be recorded as revenue in **A2229.8**, with appropriations made in the following budget codes: A7338.101, A7338.104, A7338.203, A7338.401, A7338.405, A7338.458, and A7338.467, or such other budget codes as may be deemed necessary by the Comptroller, provided the total appropriations do not exceed the grant award.

**Section 4. No Local Match Required.** This Ordinance acknowledges that the grant is reimbursable in nature and requires no matching funds from the City of Mount Vernon.

**Section 5. 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.  
MOUNT VERNON YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY 10550  
(914) 665-2344 – Fax: (914) 665-1373  
cityofmountvernonyouthbureau@gmail.com  
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@mountvernonyb/ mvnyouthbureau

DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*

DENA T. WILLIAMS, MPA  
*Deputy Director*

December 29, 2025

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

Dear Honorable Members:

This letter respectfully requests that the City Council enact legislation enabling the Mayor to enter into an agreement with the Westchester County Youth Bureau, allowing the Mount Vernon Youth Bureau to accept funds of **\$25,000** for the **Moving in Motion (M.I.M)** Program, which is a one year reimbursable grant commencing October 1, 2025, through September 30, 2026.

The purpose of the M.I.M sport education program is to foster a positive relationship with one's body by shifting the focus from aesthetics to function and capability. By providing a structured and supportive environment, sports education programs offer a safe place for youth to manage stress, reduce anxiety, and build resilience through physical activities and goal setting. Although the Moving in Motion (**M.I.M**) educational program is not considered competitive in nature, the program ultimately teaches crucial emotional regulation skills as participants will learn how to handle both victory and defeat gracefully, control impulses in high-stakes moments, and situations. Ultimately, the M.I.M program will cultivate a holistic foundation for mental well-being by promoting physical health, strengthening social bonds, and enhancing emotional intelligence.

Funds are to be accounted for in revenue code A2229.8 and with appropriations in budget codes: A7338.101 (Salaries), A7338.104 (Part-time), A7338.203 (Equipment), (Travel Expense), A7338.405 (Contracted Outside Services), A7338.458 (Misc.), and A7338. 467 (Program Supplies). This is a reimbursable grant that does not require any matching.

Please note, the award letter dates December 9, 2025. The Executive Director was on FMLA, and the holiday season was upon us, which resulted in the referral letter being submitting at this time. Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@mountvernony.gov](mailto:Dburrell@mountvernony.gov).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA





**CITY OF MOUNT VERNON, N.Y.**  
**MOUNT VERNON YOUTH BUREAU**

---

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY 10550  
(914) 665-2344 – Fax: (914) 665-1373  
cityofmountvernonyouthbureau@gmail.com  
[HTTP://youthbureau.cmvny.com](http://youthbureau.cmvny.com)  
[@mountvernonyb/ mvyouthbureau](mailto:@mountvernonyb/mvyouthbureau)

**DEBBIE BURRELL-BUTLER, MBA**  
*Executive Director*

**DENA T. WILLIAMS, MPA**  
*Deputy Director*

**Enclosed: Award Letter**

**CC:** Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel



Kenneth W. Jenkins  
County Executive

Ernest L. McFadden  
Executive Director, Westchester County Youth Bureau

December 9, 2025

Debbie Burrell-Butler  
Executive Director  
City of Mount Vernon – Youth Bureau  
One Roosevelt Square  
Mount Vernon, NY 10550

Dear Ms. Burrell-Butler,

I am pleased to inform you that the Westchester County Youth Bureau has awarded your city in connection with the New York State Office of Children and Family Services **Youth Sports & Education** funding to deliver the following program, for the period October 1, 2025 continuing through September 30, 2026:

Name of Program: Moving in Motion	Amount Awarded: \$25,000.00
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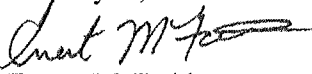
Your city will be required to submit an application and associated budget as well as an annual assessment to report on the performance measures implemented to achieve your chosen Touchstone Life Area. An agreement for services is subject to a resolution approval by the Westchester County Board of Acquisition and Contract and also contingent upon review and approval of the program application and budget submitted.

Please note that the Agreement that your organization is required to enter into with Westchester County shall contain a provision that the County shall retain the right, upon the occurrence of any release by the Governor of a proposed budget of the State of New York and/or the adoption of the State budget or any amendments thereto, and after the County has a reasonable period of time to conduct an analysis of the impacts of such budget(s) on County finances, to terminate the Agreements authorized herein or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the contract agencies, then the contract agencies shall have the right to terminate their respective Agreements upon reasonable prior written notice.

**Please be advised that all contracts will now be executed through the County's mandatory E-Signature Portal. This new process will streamline contract execution and eliminate the need for paper copies.** Additional information and step-by-step instructions regarding the use of the portal will be provided to you shortly.

The Westchester County Youth Bureau program administrator for this program is Chandreyee Mitra. Her number is 995-2754 and her email is [cxme@westchestercountyny.gov](mailto:cxme@westchestercountyny.gov). Please contact her with any questions.

Thank you,

  
Ernest McFadden  
Executive Director



# 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 -1862

**Agenda Date:** 1/14/2026

**Agenda #:** 11.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO APPROVE TRAVEL AND CONFERENCE PARTICIPATION FOR YOUTH AND STAFF OF THE MOUNT VERNON YOUTH BUREAU TO ATTEND THE ANNUAL YOUTH LEADERSHIP FORUM**

**Whereas**, in correspondence dated December 29, 2025, the Executive Director of the Youth Bureau formally requested authorization for the Mayor to approve the participation of seven (7) youths and two (2) staff members of the Mount Vernon Youth Bureau, including the Executive Director, in the Annual Youth Leadership Forum hosted by the Association of New York State Youth Bureaus on February 2-3, 2026, in Troy, New York; and

**Whereas**, the City of Mount Vernon, through its Youth Bureau, is committed to providing leadership development, civic engagement, and educational opportunities for the City's youth; and

**Whereas**, the Association of New York State Youth Bureaus hosts an Annual Youth Leadership Forum that provides unified planning, advocacy, networking opportunities, interactive leadership training, and educational seminars for youth ages twelve (12) and older; and

**Whereas**, the 2026 Annual Youth Leadership Forum will be held over two (2) days, from February 2 through February 3, at the Hilton Garden Inn, located at 235 Hoosick Street, Troy, New York; and

**Whereas**, the forum includes team-building exercises, group discussions, and opportunities for youth participants to meet with Assembly Members, State Senators, and other elected officials, while receiving timely information on state issues, regulations, innovations, and funding impacting positive youth development; and

**Whereas**, the Mount Vernon Youth Bureau seeks authorization for seven (7) youth participants and two (2) Youth Bureau staff members, including the Executive Director, to attend said forum; and

**Whereas**, all costs associated with participation, including registration, lodging, meals, transportation, and related expenses, are fully funded by a grant from The New York Community Trust Foundation, administered by the Youth Empowerment Advocacy Council (Y.E.A.C.). Program, at no cost to the City of Mount Vernon; and

**Whereas**, estimated and actual costs for ten (10) individuals include registration, hotel accommodations, per diem commuter meals, bus tolls, and gas reimbursement, with funds to be accounted for in revenue code A2229.8 and appropriated through budget codes A7330.402 (Travel Expense), A7330.423 (Conference), and A7330.458 (Miscellaneous); and

**Whereas**, the City Council finds that participation in this conference serves a valid public purpose, supports positive youth development, and advances the mission of the Mount Vernon Youth Bureau;

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

**Section 1. Authorization of Participation.** The Mayor of the City of Mount Vernon is hereby authorized to approve the participation of seven (7) youths and two (2) staff members of the Mount Vernon Youth Bureau, including the Executive Director, in the Annual Youth Leadership Forum hosted by the Association of New York State Youth Bureaus on February 2-3, 2026, in Troy, New York.

**Section 2. Authorization of Expenditures.** The Mayor is further authorized to approve and permit expenditures related to conference registration, lodging, meals, transportation, and incidental expenses associated with attendance at the forum, provided that such expenditures are fully funded by grant revenues and incur no additional cost to the City of Mount Vernon.

**Section 3. Funding Source and Budgetary Accounts.** All revenues and expenditures related to this ordinance shall be accounted for in revenue code A2229.8, with appropriations charged to budget codes A7330.402 (Travel Expense), A7330.423 (Conference), and A7330.458 (Miscellaneous), or such other accounts as may be deemed appropriate by the Comptroller.

**Section 4. No Fiscal Impact.** This ordinance shall have no adverse fiscal impact on the City of Mount Vernon, as all authorized costs are fully supported by grant funding.

**Section 5. Severability.** If any clause, sentence, paragraph, 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 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.  
DEPARTMENT OF YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2344 (914) 665-1373  
Aburge@cmvny.com

Debbie Burrell-Butler  
*Executive Director*

Dena Williams  
*Deputy Director*

December 29, 2025

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

Dear Honorable Members:

This letter comes to respectfully request that the City Council enact legislation that will enable the Mayor permission to grant seven (7) youth and two (3) Mount Vernon Youth Bureau staff members which includes the Executive Director to attend the **Annual Youth Leadership Forum** at The Hilton Garden Inn located at 235 Hoosick Street, Troy, NY. The **two-days** conference (**February 2<sup>nd</sup> – February 3<sup>rd</sup>**) will be hosted by the Association of New York State Youth Bureaus and paid for by the The New York Community Trust foundation grant through the Youth Empowerment Advocacy Council (Y.E.A.C.) Program.

The Association of New York State Youth Bureaus, provides a unified planning, advocacy networking opportunity, interactive leadership, and educational seminars for youth ages 12 and older. During the 2-days, participants will engage in teambuilding exercises, group discussions, and meet with Assemblymen, Senators, and other State elected officials. The forum provides timely information on some state issues, regulations, innovations, and funding impacting positive youth development.

The following are estimated and actual cost for ten (10) people: Registration \* 1 \* \$75 = **\$75 (ED and kids are free)**; Overnight Hotel \* 2 \* \$150 = **\$300 (1 adult stays for free)**; Per Diem Commuter Meals \* 10 \* \$80 = **\$800** (breakfast, lunch, and snacks); Bus Tolls estimated = **\$100**; Gas reimbursement estimated = **\$120**. Funds are to be accounted for in revenue code A2229.8 with the appropriations in budget codes: **A7330.402** (Travel Expense), **A7330.423** (Conference), and **A7330.458** (Misc.).

Please note this conference is being paid fully by the foundation grant and puts the city at no extra expense. Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@mountvernonny.gov](mailto:Dburrell@mountvernonny.gov).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

*“The Jewel of Westchester”*



**CITY OF MOUNT VERNON, N.Y.**  
DEPARTMENT OF YOUTH BUREAU

---

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2344 (914) 665-1373  
Aburge@cmvny.com

**Debbie Burrell-Butler**  
*Executive Director*

**Dena Williams**  
*Deputy Director*

**Enclosed: Proof of Registration & Conference Agenda**

**CC:** Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel



CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT OF YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2344 (914) 665-1373  
Aburge@cmvny.com

Debbie Burrell-Butler  
*Executive Director*

Dena Williams  
*Deputy Director*

December 29, 2025

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

Dear Honorable Members:

This letter comes to respectfully request that the City Council enact legislation that will enable the Mayor permission to grant seven (7) youth and two (3) Mount Vernon Youth Bureau staff members which includes the Executive Director to attend the **Annual Youth Leadership Forum** at The Hilton Garden Inn located at 235 Hoosick Street, Troy, NY. The **two-days** conference (**February 2<sup>nd</sup> – February 3<sup>rd</sup>**) will be hosted by the Association of New York State Youth Bureaus and paid for by the The New York Community Trust foundation grant through the Youth Empowerment Advocacy Council (Y.E.A.C.) Program.

The Association of New York State Youth Bureaus, provides a unified planning, advocacy networking opportunity, interactive leadership, and educational seminars for youth ages 12 and older. During the 2-days, participants will engage in teambuilding exercises, group discussions, and meet with Assemblymen, Senators, and other State elected officials. The forum provides timely information on some state issues, regulations, innovations, and funding impacting positive youth development.

The following are estimated and actual cost for ten (10) people: Registration \* 1 \* \$75 = **\$75 (ED and kids are free)**; Overnight Hotel \* 2 \* \$150 = **\$300 (1 adult stays for free)**; Per Diem Commuter Meals \* 10 \* \$80 = **\$800** (breakfast, lunch, and snacks); Bus Tolls estimated = **\$100**; Gas reimbursement estimated = **\$120**. Funds are to be accounted for in revenue code A2229.8 with the appropriations in budget codes: **A7330.402** (Travel Expense), **A7330.423** (Conference), and **A7330.458** (Misc.).

Please note this conference is being paid fully by the foundation grant and puts the city at no extra expense. Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@mountvernonny.gov](mailto:Dburrell@mountvernonny.gov).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

*"The Jewel of Westchester"*



**CITY OF MOUNT VERNON, N.Y.**  
DEPARTMENT OF YOUTH BUREAU

---

**SHAWYN PATTERSON-HOWARD**  
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**Debbie Burrell-Butler**  
*Executive Director*

**Dena Williams**  
*Deputy Director*

**Enclosed: Proof of Registration & Conference Agenda**

**CC:** Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel





# 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 -1863

**Agenda Date:** 1/14/2026

**Agenda #:** 12.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH BARRINGTON IRVING TECHNICAL TRAINING SCHOOL (BITTS) FOR THE SPRING AVIATION PROGRAM UNDER THE YOUTH EMPLOYMENT PROGRAM (YEP)**

**Whereas**, in correspondence dated December 31, 2025, the Executive Director of the Youth Bureau formally requested authorization for the Mayor to enter into an agreement with Barrington Irving Technical Training School (BITTS) to provide Fixed Base Operator (FBO) training to ten (10) young adults as part of the Spring Aviation Program under the Youth Employment Program (YEP); and

**Whereas**, on October 22, 2025, an ordinance was enacted approving the City of Mount Vernon Youth Bureau's acceptance of \$800,068 in funds from the Westchester-Putnam Local Workforce Development Board to support the Youth Employment Program (YEP); and

**Whereas**, the Youth Bureau seeks to provide career preparation for young adults ages 18 and older in the aviation industry; and

**Whereas**, Barrington Irving Technical Training School (BITTS) is qualified to provide Fixed Base Operator (FBO) training, including instruction for Line Service Technicians, Customer Service, and Maintenance, Repair, and Operation Technicians; and

**Whereas**, the City desires to provide ten (10) participants with this specialized training for a period of four (4) months at a cost of \$115,000, which will be reimbursed through the YEP grant; and

**Whereas**, participants will be required to attend all classes on dates and times set by the Youth Bureau and agreed upon with BITTS; and

**Whereas**, the program will be funded by the YEP grant and the upfront costs will be disbursed from Account A7321.405 (Contracted Outside Services), with no City matching funds required;

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

**Section 1. Authorization.** The Mayor of the City of Mount Vernon is hereby authorized to enter into an agreement with Barrington Irving Technical Training School (BITTS) to provide Fixed Base Operator (FBO) training to ten (10) young adults as part of the Spring Aviation Program under the Youth Employment Program (YEP).

**Section 2. Funding.** The total amount payable under the agreement shall not exceed One Hundred Fifteen Thousand Dollars (\$115,000), which shall be reimbursed from the Westchester-Putnam Local Workforce Development Board YEP grant. Upfront payments shall be made from Account A7321.405 (Contracted Outside Services).

**Section 3. Program Requirements.** Participants shall attend all scheduled classes and training

sessions as set by the Youth Bureau and agreed upon with BITTS. The program shall provide instruction in the following areas:

1. FBO Line Service Technician
2. Customer Service
3. Maintenance, Repair, and Operation Technician

**Section 4. Reimbursable Grant.** The expenditures authorized herein shall be reimbursed through the YEP grant. No City matching funds shall be required.

**Section 5. 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.  
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2344 – Fax: (914) 665-1373  
IG: mountvernonyb | FB: mvyouthbureau  
YOUTHBUREAU.CMVNY.COM

DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*  
DENA T. WILLIAMS, MPA  
*Deputy Director*

December 31, 2025

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

Dear Honorable Members:

This letter comes to respectfully request that the City Council enact legislation that will enable the Mayor permission to enter into an agreement with Barrington Irving Technical Training School (BITTS) to provide Fixed Base Operator training to ten young adults in the amount of **\$115,000** for four months.

In an ordinance dated October 22, 2025, the Mount Vernon Youth was approved to accept funds in the amount of **\$800,068** from the Westchester-Putnam Local Workforce Development Board to support the Youth Employment Program (YEP). The BITTS Program will be compensated from that grant to conduct a Spring Aviation Program for ten (10) youth ages 18 and older. Young adults will be given career preparation in one of the following: Fixed Base Operator (FBO) Line Service Technician, Customer Service and Maintenance, Repair and Operation Technician. FBOs serve as a crucial cornerstone within the aviation industry, offering a comprehensive range of services and facilities to support private and business aircraft. Accepted participants will be required to attend all classes held on the dates and time set by the Youth Bureau and agreed upon with BITTS.

Please note this is a reimbursable grant which does not require any matching. Please visit the BITTS website: [About Us — BITTS \(bittschool.com\)](https://www.bittschool.com). The up front costs will be disbursed from A7321.405 (Contracted Outside Services). Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@cmvny.com](mailto:Dburrell@cmvny.com).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

CC: Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel

**Enclosed:** Program Framework and Tentative Schedule

# BITTS

BARRINGTON IRVING  
TECHNICAL TRAINING SCHOOL

## BITTS- 2026 Spring Program SCHEDULE A

<b>Course Dates:</b>	Jan 28 <sup>th</sup> , 2026 – April 17 <sup>th</sup> , 2026
<b>Class/Lesson Duration:</b>	120 minutes
<b>Instructional Hours</b>	80 Hours
<b>Independent Learning</b>	60 Hours
<b>Session</b>	3 weekly classes
<b>Career Preparation</b>	Fixed Based Operator (Line Service Technician / Customer Service) & Maintenance, Repair, and Operation Technician
<b>Candidate Qualification</b>	18 and older
<b>Equitable Training</b>	Free for all candidates Uniforms Provided Hybrid Learning (Virtual with physical presence at the City Hall and at White Plains Airport) All materials and equipment are provided and shipped to students Software subscriptions provided ex. NATA courses
<b>Class Dates</b>	Wednesdays, Thursdays & Fridays

Virtual Onboarding: TBD

Orientation: TBD

Classes

1/28/2026	2/18/2026	3/11/2026
1/29/2026	2/19/2026	3/12/2026
1/30/2026	2/20/2026	3/13/2026
2/4/2026	2/25/2026	3/18/2026
2/5/2026	2/26/2026	3/19/2026
2/6/2026	2/27/2026	3/20/2026
2/11/2026	3/4/2026	3/25/2026
2/12/2026	3/5/2026	3/26/2026
2/13/2026	3/6/2026	3/27/2026

# BITTS

BARRINGTON IRVING  
TECHNICAL TRAINING SCHOOL

4/1/2026	4/8/2026	4/15/2026
4/2/2026	4/9/2026	4/16/2026
4/3/2026	4/10/2026	4/17/2026

Start Time: 9:30 AM  
End Time: 12: 30 PM

**Maximum number of students per class:** 8-10 students

**Course Name:** Fixed Based Operator (Line Service Technician / Customer Service) & Maintenance, Repair, and Operation Technician

**Course Description:** The BITTS course provides a concise yet comprehensive exploration of key industry facets for Line Service Technician and Customer Service roles. It begins with a focus on Fixed-Base Operations (FBO) and Maintenance, Repair, and Overhaul (MRO), both essential to aviation. FBOs fuel, hangar, move, and support business/general aviation aircraft nationwide, while MRO facilities ensure aircraft remain airworthy through critical maintenance and repairs. The curriculum then delves into marshalling for secure ground aircraft movement, followed by an in-depth look at ground service equipment and its impact on operational efficiency. The program concludes with a dedicated segment on enhancing customer experience in aviation, emphasizing superior service and quality standards. Collectively, these modules provide a holistic understanding of essential elements within the aviation landscape. Candidates will also conduct on-site visits to FBO and MRO facilities, which will become their future employers.

**Course Highlights:**

1. Introduction to Aviation
2. Introduction to FBO Operations
3. Airport Security & Safety
4. Aircraft marshaling in aviation
5. Tools & Ground Equipment
6. HTID & Torque
7. Safety Wire
8. Sheet Metal

# BITTS

BARRINGTON IRVING  
TECHNICAL TRAINING SCHOOL

Any questions, please contact Rajeev Brown: [rajeev@flyingclassroom.com](mailto:rajeev@flyingclassroom.com)

BITTS  
14850 N.W. 44<sup>th</sup> Ct.  
Opa-Locka, FL 33054  
(305) 547-9508

Category	Program Summary	Total
Program Fee		\$115,000
Supplies and Labor	Included	\$0
Contractor Total Costs	Not to Exceed	\$115,000

OCT 27 2025

8

**AN ORDINANCE AUTHORIZING THE MAYOR  
TO ENTER INTO AN AGREEMENT WITH THE  
WESTCHESTER-PUTNAM LOCAL WORKFORCE  
DEVELOPMENT BOARD FOR THE YOUTH  
EMPLOYMENT PROGRAM (YEP) GRANT**

**Whereas**, by correspondence dated October 10, 2025, the Executive Director of the Youth Bureau formally requested authorization for the Mayor of the City of Mount Vernon to enter into an agreement with the Westchester-Putnam Local Workforce Development Board to accept grant funds in the amount of \$800,068 for the Youth Employment Program (YEP) for the period October 1, 2025, to June 30, 2026; and

**Whereas**, the Mount Vernon Youth Bureau continues to provide essential educational and employment services to youth in the City of Mount Vernon, helping them achieve self-sufficiency, develop career skills, and gain valuable work experience; and

**Whereas**, the Westchester-Putnam Local Workforce Development Board has made available grant funding in the amount of Eight Hundred Thousand Sixty-Eight Dollars (\$800,068) to support the Youth Employment Program (YEP) for the program period beginning October 1, 2025, and ending June 30, 2026; and

**Whereas**, the YEP program serves approximately eighty (80) eligible youth between the ages of 14 and 20, providing educational support, employment training, driver's license assistance, program supplies, and contractual services with program-enhancing vendors; and

**Whereas**, this grant is reimbursable and requires no matching funds from the City of Mount Vernon; and

**Whereas**, the City Council finds it in the best interest of the City and its residents to authorize the Mayor to enter into an agreement with the Westchester-Putnam Local Workforce Development Board to accept these funds and implement the Youth Employment Program through the Youth Bureau; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization.** The Mayor of the City of Mount Vernon is hereby authorized to enter into an agreement with the Westchester-Putnam Local Workforce Development Board to accept grant funds in the amount of \$800,068 for the Youth Employment Program (YEP) for the period October 1, 2025, to June 30, 2026.

**Section 2. Purpose.** The purpose of the grant is to provide educational and employment services to eligible youth aged 14-20, including but not limited to career exploration, workforce readiness, driver's license support, program supplies, and vendor partnerships that enhance program delivery and participant outcomes.

**Section 3. Funding Allocation.** Funds shall be recorded in Revenue Code A3989 and appropriated to the following budget codes:

- A7321.101 – Salaries
- A7321.104 – Part-Time
- A7321.203 – Equipment
- A7321.402 – Travel Expense
- A7321.405 – Contracted Outside Services
- A7321.458 – Miscellaneous
- A7321.467 – Program Supplies

8

OCT 22 2025

8

**Section 4. Terms of Grant.** This is a reimbursable grant with *no* matching requirement from the City of Mount Vernon.

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

Vote Taken As Follows: October 22, 2025  
Boxhill: Yea      Browne: Yea  
Gleason: Yea      Thompson: Yea  
Poteat: Yea      Ordinance Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

OCT 22 2025

Date

BY

Acting

Mayor

Derrick Thompson  
Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

Acting President

ATTEST:

Michelle Bonilla  
City Clerk





# 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 -1864

**Agenda Date:** 1/14/2026

**Agenda #:** 13.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH ORGANIZATIONAL CAPACITY BUILDING (OCB) TO PROVIDE PROFESSIONAL DEVELOPMENT SERVICES FOR THE WDAY STAFF IN SUPPORT OF THE YOUTH EMPLOYMENT PROGRAM**

**Whereas**, in correspondence dated December 31, 2025, the Executive Director of the Youth Bureau formally requested authorization for the Mayor to enter into an agreement with Organizational Capacity Building (OCB) to provide professional development services for staff of the Workforce Development and Youth (“WDAY”) program; and

**Whereas**, in an ordinance adopted on October 22, 2025, the City of Mount Vernon Youth Department was authorized to accept grant funding in the amount of Eight Hundred Thousand Sixty-Eight Dollars (\$800,068.00) from the Westchester-Putnam Local Workforce Development Board to support the City’s Youth Employment Program (YEP); and

**Whereas**, Organizational Capacity Building (OCB) is an organization that works with public and nonprofit entities to strengthen internal systems and partnerships through the development of logic models, strategic plans, theories of change, data management systems, new program and curriculum development, coaching, and professional development for staff at all levels; and

**Whereas**, the purpose of the proposed professional development is to enhance staff capacity by transitioning from reactive practices to proactive, problem-solving, and systems-based management approaches that ensure program effectiveness, operational excellence, and long-term sustainability of the Youth Employment Program; and

**Whereas**, the total cost of the professional development services shall not exceed Twenty Thousand Dollars (\$20,000.00), with services to conclude on or before June 30, 2026; and

**Whereas**, said services shall be funded through a reimbursable grant, which does not require any matching funds from the City of Mount Vernon; and

**Whereas**, the initial up-front costs associated with this agreement shall be disbursed from budget line A7321.405 - Contracted Outside Services, with reimbursement to the City upon submission and approval of eligible expenses; and

**Whereas**, the City Council finds that providing targeted professional development for WDAY staff directly supports effective administration of grant-funded youth workforce programs and advances the public interest;

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

**Section 1. Authorization.** The Mayor is hereby authorized to enter into an agreement with Organizational Capacity Building (OCB) to provide professional development services for WDAY staff in support of the Youth Employment Program, in substantially the form presented to the City Council and on file with the City Clerk.

**Section 2. Term.** The term of the agreement shall commence upon execution and shall conclude no later than June 30, 2026, unless earlier terminated in accordance with the terms of the agreement.

**Section 3. Compensation.** Compensation under said agreement shall not exceed the sum of Twenty Thousand Dollars (\$20,000.00) for services rendered.

**Section 4. Funding Source.** Initial expenditures under this agreement shall be paid from budget line A7321.405 - Contracted Outside Services, with full reimbursement to the City from grant funds received from the Westchester-Putnam Local Workforce Development Board, in accordance with applicable grant requirements.

**Section 5. No Matching Funds Required.** This ordinance affirms that the grant funding supporting this agreement is reimbursable in nature and does not require the use of City matching funds.

**Section 6. Severability.** If any provision of this ordinance is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair 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 & Contract.



CITY OF MOUNT VERNON, N.Y.  
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2344 – Fax: (914) 665-1373  
IG: mountvernonyb | FB: mvyouthbureau  
YOUTHBUREAU.CMVNY.COM

DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*  
DENA T. WILLIAMS, MPA  
*Deputy Director*

December 31, 2025

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

Dear Honorable Members:

This letter comes to respectfully request that the City Council enact legislation that will enable the Mayor permission to enter into an agreement with Organizational Capacity Building (OCB) to provide professional development for the WDAY staff in the amount of **\$20,000** ending on June 30, 2026.

In an ordinance dated October 22, 2025, the Mount Vernon Youth was approved to accept funds in the amount of **\$800,068** from the Westchester-Putnam Local Workforce Development Board to support the Youth Employment Program (YEP). The OCB works with organizations to build their capacity internally and in partnership. They assist in developing logic models, strategic plans, theory of change, data management, development of new programs, and curricula, coaching and professional development for staff at all levels. The core purpose of the professional development is to have staff move from Reactive. To proactive. Problem solver. System based management that ensure program efficacy, and operational excellence.

Please note this is a reimbursable grant which does not require any matching. The up front funds will be disbursed from A7321.405 (Contracted Outside Services). Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@cmvny.com](mailto:Dburrell@cmvny.com).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

CC: Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel

**Enclosed:** Program Framework and Tentative Schedule



# 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 -1865

**Agenda Date:** 1/14/2026

**Agenda #:** 14.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH TOSS N PRESS, S-CORP, TO PROVIDE A YOUTH FOOD HOSPITALITY PROGRAM THROUGH THE YOUTH BUREAU IN SUPPORT OF THE YOUTH EMPLOYMENT PROGRAM**

**Whereas**, in correspondence dated December 30, 2025, the Executive Director of the Youth Bureau formally requested authorization for the Mayor to enter into an agreement with Toss N Press, S-Corp, to design and implement a sixteen (16) week food hospitality training program for youth through the City's Youth Bureau; and

**Whereas**, the proposed program shall serve approximately five to six (5-6) high school-aged youth and is scheduled to commence in February 2026 and conclude in May 2026; and

**Whereas**, in an ordinance adopted on October 22, 2025, the City of Mount Vernon Youth Department was authorized to accept grant funding in the amount of Eight Hundred Thousand Sixty-Eight Dollars (\$800,068.00) from the Westchester-Putnam Local Workforce Development Board to support the City's Youth Employment Program (YEP); and

**Whereas**, Toss N Press, S-Corp shall partner with the Youth Bureau to provide participating youth with hands-on, real-world restaurant experience, including but not limited to ServSafe certification, entrepreneurship training, job readiness skills, mentorship, meals, and exposure to career pathways within the hospitality industry; and

**Whereas**, the program shall culminate in a graduation and showcase event, to which parents, community stakeholders, funding partners, and elected officials shall be invited to attend; and

**Whereas**, the total cost of the sixteen (16) week program shall not exceed Twenty-Five Thousand Dollars (\$25,000.00) for services rendered; and

**Whereas**, said program shall be funded through a reimbursable grant, which does not require any matching funds from the City of Mount Vernon; and

**Whereas**, the initial up-front expenditures associated with this agreement shall be disbursed from budget line A7321.405 - Contracted Outside Services, with reimbursement to be made upon submission and approval of eligible expenses; and

**Whereas**, the City Council finds that providing workforce development and career-oriented training opportunities for youth supports economic mobility, strengthens the local workforce, and serves the best interests of the residents of the City of Mount Vernon;

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

**Section 1. Authorization.** The Mayor of the City of Mount Vernon is hereby authorized and directed to enter into an agreement with Toss N Press, S-Corp to provide a sixteen (16) week youth food hospitality training program through the Youth Bureau, in substantially the form presented to the City Council and on file with the City Clerk.

**Section 2. Term.** The term of the agreement shall commence in February 2026 and conclude in May 2026, unless earlier terminated in accordance with its terms.

**Section 3. Compensation.** Compensation under said agreement shall not exceed the sum of Twenty-Five Thousand Dollars (\$25,000.00).

**Section 4. Funding Source.** Initial expenditures under this agreement shall be paid from budget line A7321.405 - Contracted Outside Services, with full reimbursement to the City to be made from grant funds received through the Westchester-Putnam Local Workforce Development Board in accordance with applicable grant requirements.

**Section 5. No Matching Funds Required.** This ordinance affirms that the grant funding supporting this agreement is reimbursable in nature and does not require the use of City matching funds.

**Section 6. Severability.** If any provision of this ordinance is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair 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 & Contract.



CITY OF MOUNT VERNON, N.Y.  
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
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DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*  
DENA T. WILLIAMS, MPA  
*Deputy Director*

December 31, 2025

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

Dear Honorable Members:

This letter comes to respectfully request that the City Council enact legislation that will enable the Mayor permission to enter into an agreement with Toss N Press, S-Corp to create a 16-week, food hospitality program for five-six (5-6) youth through the Youth Bureau in the amount of **\$25,000**. The 16-week Program is slated to begin in February 2026 and concludes in May 2026.

In an ordinance dated October 22, 2025, the Mount Vernon Youth was approved to accept funds in the amount of **\$800,068** from the Westchester-Putnam Local Workforce Development Board to support the Youth Employment Program (YEP). Toss N Press will work with the Youth Bureau to provide 5-6 high schools students with real-work restaurant experience, ServSafe certification, entrepreneurship and job readiness training, mentorship, meals, and much more to prepare them for employment and career pathways in the hospitality industry. There will be a graduation and showcase event at the end of the program, during which parents, stakeholders, the funding sources, and elected officials will be invited to attend.

Please note this is a reimbursable grant which does not require any matching. The initial up front funds will be disbursed from A7321.405 (Contracted Outside Services). Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@cmvny.com](mailto:Dburrell@cmvny.com).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

CC: Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel

**Enclosed:** Program Framework and Tentative Schedule

OCT 27 2025

8

**AN ORDINANCE AUTHORIZING THE MAYOR  
TO ENTER INTO AN AGREEMENT WITH THE  
WESTCHESTER-PUTNAM LOCAL WORKFORCE  
DEVELOPMENT BOARD FOR THE YOUTH  
EMPLOYMENT PROGRAM (YEP) GRANT**

**Whereas**, by correspondence dated October 10, 2025, the Executive Director of the Youth Bureau formally requested authorization for the Mayor of the City of Mount Vernon to enter into an agreement with the Westchester-Putnam Local Workforce Development Board to accept grant funds in the amount of \$800,068 for the Youth Employment Program (YEP) for the period October 1, 2025, to June 30, 2026; and

**Whereas**, the Mount Vernon Youth Bureau continues to provide essential educational and employment services to youth in the City of Mount Vernon, helping them achieve self-sufficiency, develop career skills, and gain valuable work experience; and

**Whereas**, the Westchester-Putnam Local Workforce Development Board has made available grant funding in the amount of Eight Hundred Thousand Sixty-Eight Dollars (\$800,068) to support the Youth Employment Program (YEP) for the program period beginning October 1, 2025, and ending June 30, 2026; and

**Whereas**, the YEP program serves approximately eighty (80) eligible youth between the ages of 14 and 20, providing educational support, employment training, driver's license assistance, program supplies, and contractual services with program-enhancing vendors; and

**Whereas**, this grant is reimbursable and requires no matching funds from the City of Mount Vernon; and

**Whereas**, the City Council finds it in the best interest of the City and its residents to authorize the Mayor to enter into an agreement with the Westchester-Putnam Local Workforce Development Board to accept these funds and implement the Youth Employment Program through the Youth Bureau; **Now, Therefore, Be It Resolved That**

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

**Section 1. Authorization.** The Mayor of the City of Mount Vernon is hereby authorized to enter into an agreement with the Westchester-Putnam Local Workforce Development Board to accept grant funds in the amount of \$800,068 for the Youth Employment Program (YEP) for the period October 1, 2025, to June 30, 2026.

**Section 2. Purpose.** The purpose of the grant is to provide educational and employment services to eligible youth aged 14-20, including but not limited to career exploration, workforce readiness, driver's license support, program supplies, and vendor partnerships that enhance program delivery and participant outcomes.

**Section 3. Funding Allocation.** Funds shall be recorded in Revenue Code A3989 and appropriated to the following budget codes:

- A7321.101 – Salaries
- A7321.104 – Part-Time
- A7321.203 – Equipment
- A7321.402 – Travel Expense
- A7321.405 – Contracted Outside Services
- A7321.458 – Miscellaneous
- A7321.467 – Program Supplies

8



OCT 22 2025

8

**Section 4. Terms of Grant.** This is a reimbursable grant with *no* matching requirement from the City of Mount Vernon.

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

Vote Taken As Follows: October 22, 2025  
Boxhill: Yea      Browne: Yea  
Gleason: Yea      Thompson: Yea  
Poteat: Yea      Ordinance Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

OCT 22 2025

Date

BY

Acting

Mayor

Derrick Thompson  
Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

Acting President

ATTEST:

Michelle Bonilla  
City Clerk





# 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 -1866

**Agenda Date:** 1/14/2026

**Agenda #:** 15.

### City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR  
TO ENTER INTO AN AGREEMENT WITH THE  
FLYING CLASSROOM, PARENT COMPANY OF  
BARRINGTON IRVING TECHNICAL TRAINING  
SCHOOL (BITTS), TO PROVIDE A DRONE AND  
AVIATION STEM PROGRAM FOR MIDDLE SCHOOL  
YOUTH FUNDED THROUGH THE PROJECT RISE GRANT**

**Whereas**, in correspondence dated January 5, 2026, the Executive Director of the Youth Bureau formally requested authorization for the Mayor to enter into an agreement with The Flying Classroom, parent company of Barrington Irving Technical Training School (BITTS), to provide a Drone and Aviation STEM Program for middle school-aged youth; and

**Whereas**, the Flying Classroom proposes to provide a six (6) to eight (8) week instructional Drone Program serving approximately ten to fifteen (10-15) middle school students through a combination of in-person and virtual instruction; and

**Whereas**, the program will provide students with hands-on tools and instruction to build drones and learn core STEM concepts, including but not limited to aerodynamics, motion, coding, programming, flight pathways, mathematics, engineering, measurements, data analysis, design, and mechanics; and

**Whereas**, in addition to technical knowledge, participating youth will develop essential skills such as hand-eye coordination, problem-solving, teamwork, and exposure to careers in aviation, photography, filmmaking, mapping, and other high-demand STEM-related fields; and

**Whereas**, the total cost of the Drone Program shall not exceed Twenty Thousand Dollars (\$20,000.00) for services rendered; and

**Whereas**, said program shall be funded through the Project RISE grant, in partnership with FSW, which is a reimbursable grant and does not require any local matching funds; and

**Whereas**, the initial up-front costs associated with this agreement shall be disbursed from budget line A7321.405 - Contracted Outside Services, with reimbursement to be made upon grant approval and submission of eligible expenses; and

**Whereas**, the City Council finds that participation in this program advances educational enrichment, workforce development, and youth engagement initiatives within the City of Mount Vernon;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF**

**MOUNT VERNON:**

**Section 1. Authorization.** The Mayor of the City of Mount Vernon is hereby authorized and directed to enter into an agreement with The Flying Classroom, parent company of Barrington Irving Technical Training School (BITTS), for the provision of a youth Drone and Aviation STEM Program, for a period of six (6) to eight (8) weeks, in substantially the form presented to the City Council and on file with the City Clerk.

**Section 2. Compensation.** Compensation under said agreement shall not exceed the sum of Twenty Thousand Dollars (\$20,000.00), subject to the terms and conditions of the Project RISE grant.

**Section 3. Funding Source.** The initial expenditures for this program shall be paid from budget line A7321.405 - Contracted Outside Services, with full reimbursement to the City to be made through the Project RISE grant, in accordance with grant requirements and procedures.

**Section 4. No Matching Funds Required.** This ordinance acknowledges that the Project RISE grant is reimbursable in nature and does not require the use of City matching funds.

**Section 5. 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 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.  
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2344 – Fax: (914) 665-1373  
IG: mountvernonyb | FB: mvyouthbureau  
YOUTHBUREAU.CMVNY.COM

DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*  
DENA T. WILLIAMS, MPA  
*Deputy Director*

January 5, 2026

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

Dear Honorable Members:

This letter comes to respectfully request that the City Council enact legislation that will enable the Mayor permission to enter into an agreement with The Flying Classroom, a parent company for Barrington Irving Technical Training School (BITTS) to provide ten to fifteen (10-15) middle school age students with the tools to build a drone, learn about aerodynamics, and careers in aviation in the amount of **\$20,000** for 6-8 weeks, both in-person and virtually.

The Flying Classroom will be compensated from the Project RISE grant to conduct the Drone Program. Youth will learn hands in STEM and learning the concept of physics such as (aerodynamics, motion, coding, programming flight pathway, math, engineering, measurements, data, design, and mechanics in a practical way. Youth will also develop crucial skills, like hand-eye coordination, problem solving, teamwork, exposure into the aviation world which remains as a high demand career field, as well as careers in photography, filmmaking, and mapping.

Please note this is a reimbursable grant in partnership with Project RISE through FSW, which does not require any matching. Please visit the BITTS website: [About Us — BITTS \(bittschool.com\)](https://www.bittschool.com). The initial up front costs will be disbursed from A7321.405 (Contracted Outside Services). Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@mountvernony.gov](mailto:Dburrell@mountvernony.gov).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

CC: Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel

**Enclosed:** Program Framework and Tentative Schedule

# FLYING CLASSROOM

April 28<sup>th</sup>, 2025 (Updated 12/22/25)

Dear Mrs. Debbie Burrell-Butler,

Please find Flying Classroom's proposal for the City of Mt. Vernon Youth Bureau. For this program, Flying Classroom has developed unique educational experiences that will support educators and engage students by equipping them with content area knowledge in science, technology, mathematics, and literacy.

Flying Classroom's mission is to facilitate student investigation into core STEM+ areas while seamlessly integrating subject matter across all core subjects. The PreK-12 focus of Flying Classroom is to ensure that students have a solid foundation in STEM+ to better prepare them for college, career, and life beyond the classroom setting. Flying Classroom has three core focuses:

1. Challenging students to engage in expeditionary and immersive learning through a STEM+ lens while investigating real-world and global STEM+ challenges.
2. Ensuring that students receive academically aligned STEM+ experiences and instruction while enhancing their abilities to collaborate, engage in critical thinking, communicate proficiently, and employ creativity to solve problems.
3. Provide access to STEM+ content and experiences regardless of socioeconomic status or regional location.

Flying Classroom's PK-12, STEM+ supplemental curriculum, facilitates student engagement through expeditionary and immersive learning experiences. Through live virtual sessions and hands-on design challenges, students build a solid foundation in STEM+ as they prepare for college, career, and life beyond the classroom setting. The curriculum is aligned to national standards and

We are looking forward to partnering with the City of Mt. Vernon Youth Bureau by providing an outstanding STEM+ experience for your staff and students this upcoming Spring 2025. Thank you for your time and consideration in reviewing Flying Classroom's proposal. We hope you enjoy the following videos and look forward to speaking with you soon.

Flying Classroom Overview: <https://vimeo.com/286087525>

Captain Barrington Irving Introduction: <https://vimeo.com/369620711>

Blue Skies,



Captain Barrington Irving  
CEO and Founder

# VIRTUAL STEM+ EXPLORATION SERIES

## Schedule A

### Proposed Program Framework:

#### Grade Levels:

- 6-8 Middle School = 10-15 students

#### Dates: Proposed schedule below;

- Virtual & In-Person 6 weeks:
  - Mondays & Wednesdays
  - 2x per week
  - 60 min Classes
  - 4:00 pm - 5:00 pm.



### **Virtual Instructors:**

Flying Classroom STEM+ Expedition Leaders will provide direct instruction or co-deliver instruction for students who join the virtual sessions. They will provide guidance and co-facilitate the expedition with intertwined academic content for students. Through engaging videos, hands-on lessons, trivia, polls, and more, students will become intrigued in the content and learning.

One STEM+ Expedition Leader will be assigned per session. The STEM+ Expedition Leader will be responsible for ensuring students complete their work, understand the content, and are engaged in the learning. Flying Classroom will provide instructors (STEM+ Expedition Leaders) to lead session(s) per week.

#### Virtual Learning in Action

<https://vimeo.com/manage/videos/596461731>

### **Material Kits:**

All students participating in Flying Classroom's virtual sessions will receive a STEM+ material kit. Over the course of the program, explorers will complete numerous expeditions. Materials are a key part of Flying Classroom projects and STEM+ engagement activities. Each Flying Classroom Expedition requires specific materials that students need in order to complete different investigations and engineering design challenges. Within the material kit students will receive the physical documents needed to complete these content focused activities and engineering design challenges.





What do these kits look like? <https://vimeo.com/538633108/292933b6e0>

Material kits will be shipped to a central distribution address or to the individual school sites prior to the start date of the program upon receipt of payment. Delivery times are subject to change based on shipping and availability of materials.

#### Staff Professional Development:

Flying Classroom provides a concierge-level of service that supports teachers and administrators through virtual professional developments. Sessions are tailored to incorporate evidence-based instructional strategies, improve instructional practices, enhance student engagement and address learning loss. Our PD drives powerful results that start with teachers, impact students and lead to program-wide implementation successes.



#### Teacher Testimonials:

<https://vimeo.com/538646696/45fcd01778>

*In-Person Professional Development Session*

Cost will include all materials, tools, and instruction from the Flying Classroom team.

Virtual and In-Person STEM+ Drone Classes Exploration Series:

Content Focus: The suggested expedition topics have been aligned to national standards and selected specifically for the City of Mt. Vernon Youth Bureau

Week	Class Type	Day of the Week	Theme
Week 1	In-Person	Monday	Orientation
	Virtual	Wednesday	DIY Drone - PART I
Week 2	Virtual	Monday	DIY Drone - PART II
	Virtual	Wednesday	Solar Technology – PART I
Week 3	Virtual	Monday	Solar Technology – PART II
	In-Person	Wednesday	Rockets and Space - PART I
Week 4	Virtual	Monday	Rockets and Space - PART II
	Virtual	Wednesday	Rockets and Space - PART III
Week 5	Virtual	Monday	Advanced Drones - PART I
	Virtual	Wednesday	Advanced Drones - PART II
Week 6	Virtual	Monday	Advanced Drones - PART III
	In-Person	Wednesday	Drone Competition Fest

## Schedule B

### ***Cost Summary for City of Mt. Vernon Youth Bureau:***

- Total Enrollment: 10-15 students (Grades 6-8)
- Special Program (Fall 2025) Total Cost: \$20,000.00
- Professional Development for Educators: Free of charge
- Includes: All tools, equipment, and materials
- Additional Benefit: Students will keep all drones built.

Grand Total Cost: \$20,000.00

City of Mt. Vernon Youth Bureau

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Flying Classroom

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# 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 -1867

**Agenda Date:** 1/14/2026

**Agenda #:** 16.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE FLYING CLASSROOM TO PROVIDE A DRONE FAA TRAINING FOR HIGH SCHOOL STUDENTS THROUGH THE PROJECT RISE GRANT**

**Whereas**, in correspondence dated January 5, 2026, the Executive Director of the Youth Bureau formally requested authorization for the Mayor to enter into an agreement with The Flying Classroom, parent company of Barrington Irving Technical Training School (BITTS), to provide a drone training program for high school-aged youth; and

**Whereas**, the proposed program shall serve approximately ten to fifteen (10-15) high school students over a period of six (6) to eight (8) weeks, with instruction delivered both in-person and virtually; and

**Whereas**, the Flying Classroom shall provide instruction funded through the Project RISE grant in partnership with FSW, which is a reimbursable grant and does not require City matching funds; and

**Whereas**, participating youth will learn practical STEM concepts and physics principles, including aerodynamics, motion, coding, programming, flight pathways, mathematics, engineering, measurements, data analysis, design, and mechanics, in a hands-on environment; and

**Whereas**, the program will also cultivate essential skills such as hand-eye coordination, problem-solving, teamwork, and provide exposure to careers in aviation, as well as complementary fields such as photography, filmmaking, and mapping; and

**Whereas**, the total cost of the program shall not exceed Thirty Thousand Dollars (\$30,000.00), with initial up-front costs to be disbursed from budget line A7321.405 - Contracted Outside Services, with full reimbursement to the City through the Project RISE grant; and

**Whereas**, the City Council finds that providing hands-on STEM training and career exposure to youth supports educational development, workforce readiness, and the long-term interests of Mount Vernon residents;

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

**Section 1. Authorization.** The Mayor of the City of Mount Vernon is hereby authorized and directed to enter into an agreement with The Flying Classroom, parent company of Barrington Irving Technical Training School (BITTS), to provide drone training for high school students under

the Project RISE grant, in substantially the form presented to the City Council and on file with the City Clerk.

**Section 2. Term.** The term of the agreement shall be six (6) to eight (8) weeks, commencing upon execution of the agreement, unless earlier terminated in accordance with its terms.

**Section 3. Compensation.** Compensation under this agreement shall not exceed the sum of Thirty Thousand Dollars (\$30,000.00).

**Section 4. Funding Source.** Initial expenditures for this program shall be disbursed from budget line A7321.405 - Contracted Outside Services, with full reimbursement to the City through the Project RISE grant in accordance with grant requirements.

**Section 5. No Matching Funds Required.** This ordinance acknowledges that the Project RISE grant is reimbursable in nature and does not require City matching funds.

**Section 6. Severability.** If any provision of this ordinance is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair 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 & Contract.



CITY OF MOUNT VERNON, N.Y.  
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2344 – Fax: (914) 665-1373  
IG: mountvernonyb | FB: mvyouthbureau  
YOUTHBUREAU.CMVNY.COM

DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*  
DENA T. WILLIAMS, MPA  
*Deputy Director*

January 5, 2026

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

Dear Honorable Members:

This letter comes to respectfully request that the City Council enact legislation that will enable the Mayor permission to enter into an agreement with The Flying Classroom, a parent company for Barrington Irving Technical Training School (BITTS) to provide drone FAA training to ten to fifteen (10-15) high school age students in the amount of **\$30,000** for 6-8 weeks, both in-person and virtually.

The Flying Classroom will be compensated from the Project RISE grant to conduct the Drone Program. Youth will learn hands in STEM and learning the concept of physics such as (aerodynamics, motion, coding, programming flight pathway, math, engineering, measurements, data, design, and mechanics in a practical way. Youth will also develop crucial skills, like hand-eye coordination, problem solving, teamwork, exposure into the aviation world which remains as a high demand career field, as well as careers in photography, filmmaking, and mapping.

Please note this is a reimbursable grant in partnership with Project RISE through FSW, which does not require any matching. Please visit the BITTS website: [About Us — BITTS \(bittschool.com\)](https://www.bittschool.com). The initial up front cost will be disbursed from A7321.405 (Contracted Outside Services). Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@mountvernony.gov](mailto:Dburrell@mountvernony.gov).

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Executive Director, MBA

CC: Shawyn Patterson-Howard, Mayor  
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Brian Johnson, Corporation Counsel

**Enclosed:** Program Framework and Tentative Schedule

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We are looking forward to partnering with the City of Mt. Vernon Youth Bureau by providing an outstanding STEM+ experience for your staff and students this upcoming Spring 2025. Thank you for your time and consideration in reviewing Flying Classroom's proposal. We hope you enjoy the following videos and look forward to speaking with you soon.

Flying Classroom Overview: <https://vimeo.com/286087525>

Captain Barrington Irving Introduction: <https://vimeo.com/369620711>

Blue Skies,



Captain Barrington Irving  
CEO and Founder

# VIRTUAL STEM+ EXPLORATION SERIES

## Schedule A

### Proposed Program Framework:

#### Grade Levels:

- 9-12 High School = 10-15 students

#### Dates: Proposed schedule below;

- Virtual & In-Person 6 weeks:
  - Tuesdays & Thursdays
  - 2x per week
  - 60 min Classes
  - 4:00-5:00PM



### **Virtual Instructors:**

Flying Classroom STEM+ Expedition Leaders will provide direct instruction or co-deliver instruction for students who join the virtual sessions. They will provide guidance and co-facilitate the expedition with intertwined academic content for students. Through engaging videos, hands-on lessons, trivia, polls, and more, students will become intrigued in the content and learning.

One STEM+ Expedition Leader will be assigned per session. The STEM+ Expedition Leader will be responsible for ensuring students complete their work, understand the content, and are engaged in the learning. Flying Classroom will provide instructors (STEM+ Expedition Leaders) to lead session(s) per week.

### Virtual Learning in Action

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### Staff Professional Development:

Flying Classroom provides a concierge-level of service that supports teachers and administrators through virtual professional developments. Sessions are tailored to incorporate evidence-based instructional strategies, improve instructional practices, enhance student engagement and address learning loss. Our PD drives powerful results that start with teachers, impact students and lead to program-wide implementation successes.



### Teacher Testimonials:

<https://vimeo.com/538646696/45fcd01778>

*In-Person Professional Development Session*

Cost will include all materials, tools, and instruction from the Flying Classroom team.

Virtual and In-Person STEM+ Drone & FAA Drone Certification Classes Exploration Series:

Content Focus: The suggested expedition topics have been aligned to national standards and selected specifically for the City of Mt. Vernon Youth Bureau

### Drone & FAA Drone Certification Classes

Week	Class Type	Day of the Week	Theme
Week 1	In-Person	Tuesday	Orientation & DIY Drone - PART I
	Virtual	Thursday	FAA Class
Week 2	Virtual	Tuesday	DIY Drone -PART II
	Virtual	Thursday	FAA Class
Week 3	Virtual	Tuesday	RC Plane - PART I
	In-Person	Thursday	FAA Class
Week 4	Virtual	Tuesday	RC Plane - PART II
	Virtual	Thursday	FAA Class
Week 5	Virtual	Tuesday	Advanced Drones - PART I
	Virtual	Thursday	FAA Class
Week 6	Virtual	Tuesday	Advanced Drones - PART II
	In-Person	Thursday	Drone Competition Fest

## Schedule B

### ***Cost Summary for City of Mt. Vernon Youth Bureau:***

- Total Enrollment: 10-15 students (Grades 9-12)
- Special Program (Fall 2025) Total Cost: \$30,000.00
- Professional Development for Educators: Free of charge
- Includes: All tools, equipment, and materials
- Additional Benefit: Students will keep all drones built.
- FAA Certification not included.
- FAA Certification is valid for 24-month period.

Grand Total Cost: \$30,000.00

City of Mt. Vernon Youth Bureau

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Flying Classroom

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# 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 -1872

**Agenda Date:** 1/14/2026

**Agenda #:** 17.

**City Council:**

### **AN ORDINANCE AUTHORIZING A TRANSFER OF APPROPRIATED FUNDS WITHIN THE FISCAL YEAR 2026 ADOPTED BUDGET TO SUPPORT THE AUXILIARY POLICE UNIT**

**Whereas**, in correspondence dated January 6, 2026, the Director of the Office of Emergency Management (“OEM”) formally requested authorization for the Comptroller to transfer appropriated funds in the amount of Twenty-Five Thousand Dollars (\$25,000.00) within the Fiscal Year 2026 adopted budget to properly align funding with the department having administrative and operational responsibility for the Auxiliary Police Unit, as set forth below; and

**Whereas**, the City Council of the City of Mount Vernon duly adopted the Fiscal Year 2026 budget, which includes appropriations for the operation of the Auxiliary Police Unit; and

**Whereas**, the Office of Emergency Management has assumed direct administrative, operational, and oversight responsibility for the Auxiliary Police Unit; and

**Whereas**, the requested transfer consists of Twenty-Five Thousand Dollars (\$25,000.00) from the Mount Vernon Police Department budget line A3120.462 - Auxiliary Police to the Office of Emergency Management budget line A3640.462 - Auxiliary Police; and

**Whereas**, the Comptroller’s Office has confirmed that the funds requested to be transferred are available, properly appropriated, and included in the Fiscal Year 2026 adopted budget; and

**Whereas**, the transfer will enable the Office of Emergency Management to effectively manage Auxiliary Police Unit expenditures, including but not limited to training, equipment, uniforms, and operational readiness activities that directly support public safety and emergency response throughout the City of Mount Vernon; and

**Whereas**, the requested transfer does not increase the overall Fiscal Year 2026 budget and represents a necessary reallocation to reflect the functional and operational structure of the Auxiliary Police Unit;

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

**Section 1. Authorization of Budget Transfer.** The Comptroller is hereby authorized and directed to transfer the sum of Twenty-Five Thousand Dollars (\$25,000.00) within the Fiscal Year 2026 adopted budget as follows:

<b>From:</b>	<b>Amount:</b>	<b>To:</b>
--------------	----------------	------------

A3120.462 Auxiliary Police (Mount Vernon Police Department)	\$25,000.00	A3640.462 Auxiliary Police (Office of Emergency Management)
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**Section 2. Purpose of Transfer.** The purpose of this transfer is to realign budgetary resources to the Office of Emergency Management, the department with direct administrative, operational, and oversight responsibility for the Auxiliary Police Unit, and to ensure continued support for its public safety functions.

**Section 3. No Increase in Overall Budget.** This ordinance shall not increase the total appropriations of the Fiscal Year 2026 budget, but shall constitute a reallocation of existing, duly adopted funds.

**Section 4. Authorization to Implement.** The Comptroller is hereby authorized to take any and all actions necessary to implement the provisions of this ordinance.

**Section 5. 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, NY  
OFFICE OF EMERGENCY MANAGEMENT

SHAWYN PATTERSON-HOWARD  
*Mayor*

**Emergency Operations Center**  
50 West Third Street | Mount Vernon, NY 10550  
(914) 665-2391 | Email: OEM@mountvernonny.gov  
Website: www.cmvny.com

MICHAEL A. MONTES  
*Director*

**VIA LEGISTAR DELIVERY**

Honorable City Council  
City Hall - 1 Roosevelt Square West  
Mount Vernon, NY 10550  
*(Through the Office of the Mayor)*

RE: FY26 Budget Appropriations Transfer Request – OEM Auxiliary Police Unit

Dear Honorable City Council Members,

The Office of Emergency Management respectfully submits this request for authorization to transfer appropriated funds within the Fiscal Year 2026 adopted budget to support the continued operations of the Auxiliary Police Unit.

Specifically, approval is requested to transfer Twenty-Five Thousand Dollars (\$25,000.00) from the Mount Vernon Police Department budget line A3120.462 – Auxiliary Police to the Office of Emergency Management budget line A3640.462 – Auxiliary Police.

This funding has been confirmed as available, properly appropriated by the Comptroller's Office, and adopted as part of the FY26 budget. The requested transfer will realign the funding to the department with direct administrative, operational, and oversight responsibility for the Auxiliary Police Unit, ensuring fiscal accuracy and continuity of program support.

The transfer will allow the Office of Emergency Management to effectively manage Auxiliary Police Unit expenditures, including training, equipment, uniforms, and operational readiness activities that directly support public safety and emergency response throughout the City of Mount Vernon.

This adjustment does not increase the overall FY26 budget and represents a necessary reallocation to reflect the functional and operational structure of the Auxiliary Police Unit.

We respectfully request the City Council's approval of this transfer and remain available to provide any additional information or clarification if needed.

Thank you for your time, consideration, and continued support of public safety operations in the City of Mount Vernon.

Respectfully endorsed and submitted,

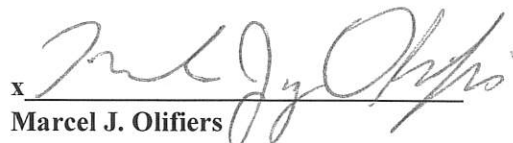


Michael A. Montes

*Director*

Office of Emergency Management

Date: January 06, 2026



Marcel J. Olifiers

*Acting Commissioner / Chief of Police*

Mount Vernon Police Department

Date: 01/06/26



# 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 -1829

**Agenda Date:** 1/14/2026

**Agenda #:** 18.

**City Council:**

### **AN ORDINANCE AUTHORIZING A TRANSFER OF FUNDS WITHIN THE 2025 FIRE DEPARTMENT BUDGET**

**Whereas**, in correspondence dated December 23, 2025, the Fire Commissioner formally requested authorization for the transfer of funds within the 2025 Fire Department budget as shown below; and

**Whereas**, the City Council of the City of Mount Vernon is authorized to adopt ordinances and approve budgetary transfers pursuant to the City Charter and applicable provisions of the New York State General Municipal Law; and

**Whereas**, the adopted 2025 Budget for the City of Mount Vernon includes appropriations for the Fire Department to ensure the safety, preparedness, and effective operation of fire and emergency services; and

**Whereas**, the Fire Department has identified a need to reallocate funds within its 2025 budget to secure funding for essential firefighter emergency equipment; and

**Whereas**, such equipment includes, but is not limited to, firefighter turnout gear, boots, and Automated External Defibrillator (AED) pads, all of which are critical to the safety of Fire Department personnel and the public; and

**Whereas**, sufficient funds exist within the Fire Department's salary account to accommodate a transfer without adversely impacting staffing or operations; and

**Whereas**, the proposed transfer will ensure that Fire Department members are adequately equipped to perform their duties safely, efficiently, and effectively;

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

**Section 1. Authorization of Budget Transfer.** The City Council hereby authorizes the transfer of funds within the 2025 Fire Department budget as follows:

<b>From:</b>	<b>Amount:</b>	<b>To:</b>
A3410.101 - Salaries	\$19,000.00	A3410.499 - (Uniform & Protection Equipment)
A3410.101 - Salaries	\$8,000.00	A3410.203 - Equipment
<b>Total Transfer Amount: \$27,000.00</b>		

**Section 2. Purpose of Transfer.** The funds transferred pursuant to this Ordinance shall be used

exclusively to purchase essential firefighter emergency equipment, including turnout gear, boots, and AED pads, to enhance firefighter safety and operational readiness.

**Section 3. Administration.** The Commissioner of Finance and all other appropriate City officials are hereby authorized and directed to take all actions necessary to implement the transfers authorized by this Ordinance.

**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.





CITY OF MOUNT VERNON, N.Y.

Fire Department

SHAWN PATTERSON-HOWARD

Mayor

Fire Headquarters

470 E Lincoln Ave

Mount Vernon, NY 10552

(914) 665-2611 – Fax: (914) 665-2630

Kevin Holt  
Fire Commissioner  
Theodore W. Beale Jr.  
Deputy Fire Commissioner  
Juan A. Peralta  
Chief of Operations

December 23, 2025

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

RE: Transfer of Funds

Dear Honorable City Council Members,

I respectfully request that the Council authorize the transfer of funds within the Fire Department 2025 budget:

From A3410.105 Retired Disabled Firefighter \$19,000.00

To A3410.499 Uniform & Protection Equipment

From A3410.105 Retired Disabled Firefighter \$8,000.00

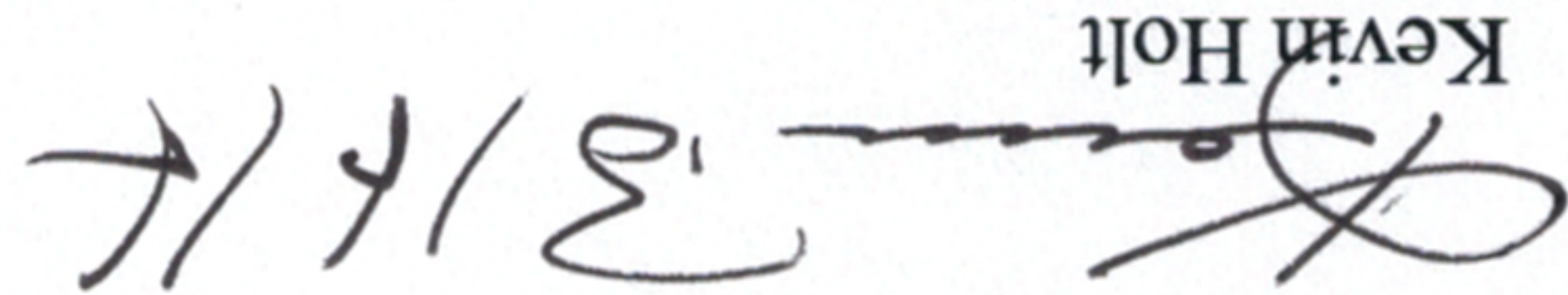
To A3410.203 Equipment

Total transfer of Funds \$27,000.00

This transfer is necessary to secure funding for the purchase made of essential firefighter emergency equipment, including turnout gear, boots, and AED Pads , to ensure our members are properly equipped to perform their duties safely and effectively.

Thank you in advance for your consideration and assistance in this matter.

Respectfully submitted,

  
Kevin Holt  
Fire Commissioner

“The Jewel of Westchester”







# 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 -1800

**Agenda Date:** 1/14/2026

**Agenda #:** 19.

### City Council:

### **AN ORDINANCE AUTHORIZING TRAINING FOR TWO (2) MEMBERS OF SERVICE TO ATTEND A COMMAND & LEADERSHIP SEMINAR**

**Whereas**, in correspondence dated December 8, 2025, the Acting Commissioner/Chief of the Department of Public Safety formally requested authorization for two (2) Members of Service of the Mount Vernon Police Department to attend the Command & Leadership Seminar Training to be held at the Westchester County Police Academy from April 27, 2026, through May 1, 2026; and

**Whereas**, the City of Mount Vernon recognizes that effective leadership within the Police Department is essential to maintaining public safety, organizational integrity, and professional excellence; and

**Whereas**, the Mount Vernon Police Department has identified a Command & Leadership Seminar Training designed to enhance leadership skills through theory and practical application grounded in behavioral science, organizational theory, and police-oriented case studies; and

**Whereas**, said training emphasizes leadership as a science, with a focus on logic, critical thinking, organizational culture, change management, effective communication, and conflict resolution; and

**Whereas**, the Command & Leadership Seminar Training will be held at the Westchester County Police Academy, located at 2 Dana Road, Valhalla, New York 10595, from April 27, 2026, through May 1, 2026; and

**Whereas**, the Police Department seeks authorization for two (2) Members of Service to attend said training; and

**Whereas**, the total cost of the training is One Thousand Five Hundred Dollars (\$1,500.00), which covers complete course registration; and

**Whereas**, sufficient funds are available to cover this expenditure under Budget Line A3120.451 (Training); and

**Whereas**, it is necessary and appropriate to authorize the use of a Department vehicle for travel to and from the training site in furtherance of official City business;

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

**Section 1. Authorization of Training.** The City Council hereby authorizes two (2) Members of Service of the Mount Vernon Police Department to attend the Command & Leadership

Seminar Training to be held at the Westchester County Police Academy from April 27, 2026, through May 1, 2026.

**Section 2. Authorization of Expenditure.** The City Council hereby authorizes the expenditure of funds in an amount not to exceed One Thousand Five Hundred Dollars (\$1,500.00) for course registration, to be charged to Budget Line A3120.451 (Training).

**Section 3. Authorization for Use of Department Vehicle.** The authorized Members of Service are hereby permitted to utilize a Department vehicle for travel to and from the training location, in accordance with all applicable City and Department policies.

**Section 4. Implementation.** The Police Commissioner, Comptroller, and all other appropriate City officials are hereby authorized and directed to take all actions necessary to implement the provisions of this Ordinance.

**Section 5. Severability.** If any clause, sentence, paragraph, or section 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 section directly involved in the controversy.

**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.





# MOUNT VERNON POLICE DEPT

## DEPARTMENT OF PUBLIC SAFETY

ROOSEVELT SQUARE - MOUNT VERNON, NY 10550

P - (914) 665-2500

**SHAWYN PATTERSON-HOWARD**

MAYOR

**MARCEL OLIFIERS**

ACTING COMMISSIONER/CHIEF OF OPERATIONS

**JENNIFER LACKARD**

DEPUTY COMMISSIONER OF WELLNESS & REFORM

**GREGORY ADDISON**

DEPUTY CHIEF

December 8, 2025

Honorable Members of the City Council  
*Through the Office of the Mayor*  
City Hall- Roosevelt Square  
Mount Vernon, New York 10550

**Subject: Training – Two (2) Officers to attend Command & Leadership Seminar Training**

Dear Honorable Council Members,

This letter comes to request that legislation be enacted to authorize two (2) Member of Service to attend the upcoming **Command & Leadership Seminar Training**, to be held at the **Westchester County Police Academy**, located at 2 Dana Road, Valhalla, NY 10595, from **April 27, 2026 through May 1st, 2026**.

This training blends theory and practical application using behavioral science, organizational theory and police-oriented case studies to teach leadership in a law enforcement context. The curriculum frames leadership as a science, emphasizing logic and critical thinking. Skills covered in the seminar are organizational culture, change management, effective communication and conflict resolution.

The cost for this training is **\$1,500.00**, which covers full course registration. This expense will be funded through budget line **A3120.451 (Training)**. Additionally, the Member of Service will be authorized to use a Department vehicle for travel to and from the training site.

If this proposal meets with the approval of Your Honorable Body, kindly enact the necessary legislation to authorize this training.

Sincerely,

Marcel Olifiers

Acting Commissioner/Chief of Dept

cc: Mayor  
Law Department  
Comptroller



# 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 -1869

**Agenda Date:** 1/14/2026

**Agenda #:** 20.

### City Council:

#### **AN ORDINANCE AUTHORIZING A REFUND FOR OVERPAYMENT OF THE 2025 COUNTY TAX BILL FOR PROPERTY LOCATED AT 255 SUMMIT AVENUE - (SECTION 165.39, BLOCK 2063, LOT 29)**

**Whereas**, by correspondence dated January 5, 2026, the Commissioner of the Department of Assessment requested authorization for the Comptroller to issue a refund of an overpayment of 2025 County real property taxes in the amount of \$360.13 to the owner of the property located at 255 Summit Avenue, Tax Map Section 165.39, Block 2063, Lot 29, as approved by the Westchester County Tax Commissioner; and

**Whereas**, the property located at 255 Summit Avenue, Mount Vernon, New York, designated on the City of Mount Vernon Tax Map as Section 165.39, Block 2063, Lot 29, was assessed and billed for County real property taxes for the 2025 tax year; and

**Whereas**, the owner of the above-referenced property submitted an Application for Refund or Credit of Real Property Taxes (Form RP-556) to the Westchester County Department of Finance; and

**Whereas**, said application was reviewed and approved by the Westchester County Tax Commissioner, Victor L. Mallison, on November 18, 2025; and

**Whereas**, the approval determined that, due to a clerical error resulting from the failure of the Assessor to act on a partial exemption, the property owner was improperly charged on the 2025 County tax bill; and

**Whereas**, as a result of this error, the property owner is entitled to a refund of County taxes in the amount of Three Hundred Sixty Dollars and Thirteen Cents (\$360.13); and

**Whereas**, the City Council of the City of Mount Vernon finds it to be in the best interest of the City to authorize said refund in accordance with applicable law;

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

**Section 1. Authorization of Refund.** The City Council hereby authorizes the Comptroller to issue a refund for an overpayment of 2025 County real property taxes in the amount of \$360.13 to the owner of the property located at 255 Summit Avenue, Tax Map Section 165.39, Block 2063, Lot 29, as approved by the Westchester County Tax Commissioner.

**Section 2. Directions to City Officials.** The City Comptroller, or such other authorized fiscal officer of the City of Mount Vernon, is hereby directed to process and issue the refund in the amount of \$360.13, in accordance with the approved Application for Refund or Credit of Real Property Taxes (RP-

556).

**Section 3. Source of Funds.** Said refund shall be paid from the appropriate City tax account or fund designated for County tax collections and adjustments.

**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, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section, or part thereof directly involved in the controversy.

**Section 5. 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.**  
DEPARTMENT of ASSESSMENT

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

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

**Stephanie Vanderpool**  
*Commissioner*

**Cranson D. Johnson**  
*Deputy Commissioner*

January 5, 2026

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

(Through the Office of the Mayor)

Dear Honorable City Council Members:

Re: Refund for overpayment on the 2025 County Tax Bill for 255 Summit Avenue /  
165.39-2063-29.

Please see attached application for refund or credit of the real property taxes (RP-556), approved  
by the Westchester County Tax Commissioner Victor L. Mallison on November 18, 2025.

Due to a clerical error, an incorrect entry due to failure of the assessor to act on a partial  
exemption the owner for the property listed above was improperly charged on the 2025  
COUNTY tax bill.

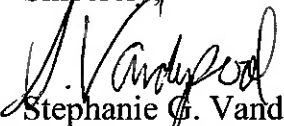
Please be advised the owner is entitled to the following as a refund:

2025 COUNTY Tax            \$360.13

I have attached all additional documentation to the subject matter.

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

Sincerely,

  
Stephanie G. Vanderpool  
Commissioner



# 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 -1856

**Agenda Date:** 1/14/2026

**Agenda #:** 21.

### City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR TO  
ACCEPT GRANT FUNDS FROM THE MOUNT VERNON  
URBAN RENEWAL AGENCY IN THE TOTAL AMOUNT  
OF \$324,630.00 FOR THE PERIOD JANUARY 1, 2026,  
THROUGH DECEMBER 31, 2028, AND AUTHORIZING  
RELATED EXPENDITURES FOR THE POSITION  
OF BUDGET SPECIALIST III (GRANT FUNDED)**

**Whereas**, in correspondence dated December 30, 2025, the Commissioner of the Department of Planning & Community Development formally requested authorization for the Mayor to accept grant funds from the Mount Vernon Urban Renewal Agency in the total amount of \$324,630.00 for the three-year period beginning January 1, 2026, and ending December 31, 2028, subject to the terms and conditions of the grant award; and

**Whereas**, the City of Mount Vernon is authorized to receive and expend grant funds from governmental and quasi-governmental agencies for municipal purposes consistent with the City Charter and applicable law; and

**Whereas**, the Mount Vernon Urban Renewal Agency ("MVURA") administers federal housing and community development programs on behalf of the City of Mount Vernon, including the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Continuum of Care (CoC), and HOME-ARP programs; and

**Whereas**, MVURA has made available grant funding in the total amount of Three Hundred Twenty-Four Thousand Six Hundred Thirty Dollars (\$324,630.00) for a three-year period commencing January 1, 2026, and ending December 31, 2028; and

**Whereas**, such grant funds are intended to support administrative functions related to the financial management and accounting operations of MVURA; and

**Whereas**, the grant funds will be utilized to cover the salary costs associated with the position of Budget Specialist III (Grant Funded) in the annual amount of One Hundred Eight Thousand Two Hundred Ten Dollars (\$108,210.00), budgeted under Expenditure Code A8020.101; and

**Whereas**, the position of Budget Specialist III (Grant Funded) is currently included in the City's 2026 Annual Estimates (Budget) and is actively supporting the financial operations of MVURA, including the completion and reconciliation of outstanding audits; and

**Whereas**, consistent with prior grant awards and established practice, the City of Mount Vernon provides fringe benefits for the Budget Specialist III position as a partial local match to the

grant funding; and

**Whereas,** the City's total financial contribution toward fringe benefits for this position over the three-year grant period is estimated to be Two Hundred Thirty-Three Thousand Seven Hundred Thirty-Three Dollars and Sixty Cents (\$233,733.60), to be funded under expenditure code ranges 9010 through 9070; and

**Whereas,** the continuation of this position is necessary to ensure sound financial oversight, compliance with federal grant requirements, and the timely administration of MVURA programs for the benefit of City residents;

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

**Section 1. Authorization to Accept Grant Funds.** The Mayor of the City of Mount Vernon is hereby authorized to accept grant funds from the Mount Vernon Urban Renewal Agency in the total amount of \$324,630.00 for the three-year period beginning January 1, 2026, and ending December 31, 2028, subject to the terms and conditions of the grant award.

**Section 2. Authorization of Expenditures.** The grant funds accepted pursuant to this Ordinance shall be used to fund the salary of the Budget Specialist III (Grant Funded) position in the amount of \$108,210.00 annually, charged to Budget Expenditure Code A8020.101, or any successor code as designated by the Comptroller.

**Section 3. Fringe Benefits and Local Match.** The City of Mount Vernon is hereby authorized to continue providing fringe benefits for the Budget Specialist III (Grant Funded) position as a local match to the grant, in an amount estimated not to exceed \$233,733.60 over the grant period, to be paid from expenditure code ranges 9010 through 9070, subject to annual budget appropriations.

**Section 4. Administration of Grant.** The Mayor, or his designee, is hereby authorized to execute any and all documents necessary to accept, administer, and comply with the requirements of the grant, including agreements, certifications, and reports required by MVURA or applicable federal regulations.

**Section 5. 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 6. Effective Date.** This Ordinance shall take effect immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract.



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

JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

PAMELA J. TARLOW, ESQ.  
DEPUTY COMMISSIONER

December 30, 2025

VIA EMAIL

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

RE: Request for Mount Vernon City Council to adopt legislation that will enable the Mayor to accept grants funds from Mount Vernon Urban Renewal Agency in the amount of \$324,630.00 for a three-year period (January 1, 2026- December 31, 2028). For Consideration on the agenda at the January 14, 2026 City Council meeting.

Dear Honorable Members:

This letter comes to respectfully request that Mount Vernon City Council adopt legislation that will enable the Mayor to accept grants funds from Mount Vernon Urban Renewal Agency in the amount of \$324,630.00 for a three-year period (January 1, 2026- December 31, 2028).

I respectfully request the continued funding of the position of "Budget Specialist III (Grant Funded)" in the amount of \$108,210.00 under Budget Expenditure Code A8020.101. This position is currently listed in the 2026 Annual Estimates (budget). In alignment with previous grant awards, and as a partial match for this grant award, the City currently provides fringe benefits for the Budget Specialist III, and is requested to continue its commitment by providing fringe benefits in support of the Budget Specialist III position.

The Mount Vernon Urban Renewal Agency administers the Community Development Block Grant program (CDBG), HOME Investment Partnerships program (HOME), and the Continuum of Care program (CoC), and HOME ARP on behalf of the City of Mount Vernon. HUD grant funds will be utilized to cover the salary of "Budget Specialist III" who will be responsible for the financial management and accounting operations of the Mount Vernon Urban Renewal Agency.

Currently, the Budget Specialist III is working on the audits for the Mount Vernon Urban Renewal Agency to bring them current.

In summary, the grants specifically provide admin funds for the Department of Planning and Community Development to continue to fund the Budget Specialist III. The City's financial investment would be in the amount of \$233,733.60 to cover the fringe benefits under code range 9010 through 9070 for fringe benefits. The total grant period is three years (January 2026- December 2028) with potential for increase based on the adopted budget.

Should you require further information, please feel free to contact me at (914) 840-4030.





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

JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

PAMELA J. TARLOW, ESQ.  
DEPUTY COMMISSIONER

**URA Grant- Funded Staff Break Down**

**Benefit %**

Staff Name	Salaries (cover by Grant funds)	3-Yr Salaries Total	Fringe/Benefits (cover by CMV)	3 Yr Fringe/Benefit Total	Total	3 Yr Salary & Fringe Total Amount
T. Nozil	\$77,731.00	\$233,193.00	\$55,966.32	\$167,898.96	\$133,697.32	\$401,091.96
T. Patterson	\$108,210.00	\$324,630.00	\$77,911.20	\$233,733.60	\$186,121.20	\$558,363.60
Total	\$185,941.00	\$557,823.00	\$133,877.52	\$401,632.56	\$319,818.52	\$959,455.56

72%

Sincerely,

JAMES RAUSSE, FAICP, WEDG

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







# 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 -1857

**Agenda Date:** 1/14/2026

**Agenda #:** 22.

### City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR  
TO ACCEPT GRANT FUNDS FROM THE MOUNT  
VERNON URBAN RENEWAL AGENCY IN THE  
AMOUNT OF \$233,193.00 FOR A THREE-YEAR  
PERIOD AND TO CONTINUE FUNDING A  
GRANT-FUNDED BUDGET SPECIALIST I POSITION**

**Whereas**, in correspondence dated December 30, 2025, the Commissioner of the Department of Planning & Community Development formally requested authorization for the Mayor to accept grant funds from the Mount Vernon Urban Renewal Agency in the total amount of \$233,193.00 for the period January 1, 2026, through December 31, 2028, subject to all applicable federal, state, and local laws and regulations; and

**Whereas**, the City of Mount Vernon receives federal housing and community development funds administered by the United States Department of Housing and Urban Development (“HUD”), including the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Continuum of Care (CoC), and HOME-ARP programs; and

**Whereas**, the Mount Vernon Urban Renewal Agency administers said HUD grant programs on behalf of the City of Mount Vernon; and

**Whereas**, the Department of Planning and Community Development requires administrative and fiscal oversight capacity to properly manage, monitor, and report on said grant programs and to prepare for required annual audits; and

**Whereas**, HUD grant funds administered through the Mount Vernon Urban Renewal Agency provide administrative funding for the position of Budget Specialist I (Grant Funded) at an annual rate of \$77,731.00 for a three-year period; and

**Whereas**, the total grant funding to be accepted for said position equals Two Hundred Thirty-Three Thousand One Hundred Ninety-Three Dollars (\$233,193.00) for the period January 1, 2026, through December 31, 2028; and

**Whereas**, the position of Budget Specialist I (Grant Funded) is currently included in the City’s 2026 Annual Estimates (Budget) under Budget Expenditure Code A8020.101; and

**Whereas**, in alignment with prior grant awards, the City of Mount Vernon provides fringe benefits as a partial match to the grant funding and proposes to continue providing such fringe benefits in support of the Budget Specialist I position; and

**Whereas**, the City’s financial commitment for fringe benefits associated with said position is

estimated to be \$167,898.96 over the three-year grant period, under budget code ranges 9010 through 9070; and

**Whereas**, the Budget Specialist I reports to the Commissioner and Deputy Commissioner of the Department of Planning and Community Development and assists in monitoring yearly grant funds, preparing financial documentation, and supporting annual audits; and

**Whereas**, the Budget Specialist I currently manages grant funding totaling approximately \$1.1 million under the Continuum of Care program, serving sixty-nine (69) households, including families and individuals in need of housing assistance with rents not exceeding thirty percent (30%) of gross monthly income; and

**Whereas**, the City Council finds that acceptance of said grant funds and continuation of the Budget Specialist I position serve the best interests of the City of Mount Vernon and ensure continued compliance with federal grant requirements;

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

**Section 1. Authorization to Accept Grant Funds.** The Mayor of the City of Mount Vernon is hereby authorized to accept grant funds from the Mount Vernon Urban Renewal Agency in the total amount of \$233,193.00 for the period January 1, 2026, through December 31, 2028, subject to all applicable federal, state, and local laws and regulations.

**Section 2. Purpose of Grant Funds.** Said grant funds shall be used exclusively to support the continued funding of the position of Budget Specialist I (Grant Funded) within the Department of Planning and Community Development, including salary and allowable administrative costs, as permitted by HUD regulations.

**Section 3. City Match - Fringe Benefits.** The City of Mount Vernon shall continue to provide fringe benefits for the Budget Specialist I position as a partial match to the grant funding, in an estimated amount of \$167,898.96 over the three-year grant period, to be paid from budget code ranges 9010 through 9070, subject to annual budget appropriations.

**Section 4. Budgetary Authorization.** The Comptroller is hereby authorized to make all necessary budgetary entries and adjustments to effectuate the intent of this Ordinance, consistent with the adopted annual budgets and applicable financial controls.

**Section 5. Administration.** The Department of Planning and Community Development is authorized to administer the grant funds in coordination with the Mount Vernon Urban Renewal Agency and to take all actions necessary to ensure compliance with HUD grant requirements.

**Section 6. Severability.** If any clause, sentence, paragraph, section, or part of this Ordinance shall be adjudged invalid by a court of competent jurisdiction, 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 directly involved.

**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.



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

JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

PAMELA J. TARLOW, ESQ.  
DEPUTY COMMISSIONER

December 30, 2025

VIA EMAIL

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

RE: Request for Mount Vernon City Council to adopt legislation that will enable the Mayor to accept grant funds from Mount Vernon Urban Renewal Agency in the amount of \$233,193.00 for a three-year period (January 1, 2026- December 31, 2028). For Consideration on the agenda at the January 14, 2026, City Council meeting.

Dear Honorable Members:

This letter comes to respectfully request that Mount Vernon City Council adopt legislation that will enable the Mayor to accept grants funds from Mount Vernon Urban Renewal Agency in the amount of \$233,193.00 for a three-year period (January 1, 2026- December 31, 2028).

I respectfully request the continued funding of the position of "Budget Specialist I (Grant Funded)" in the amount of \$77,731.00 under Budget Expenditure Code A8020.101. This position is currently listed in the 2026 Annual Estimates (budget). In alignment with previous grant awards, and as a partial match for this grant award, the City currently provides fringe benefits for the Budget Specialist I, and is requested to continue its commitment by providing fringe benefits in support of the "Budget Specialist I" position.

The Mount Vernon Urban Renewal Agency administers the Community Development Block Grant program (CDBG), HOME Investment Partnerships program (HOME), and the Continuum of Care program (CoC), and HOME ARP on behalf of the City of Mount Vernon.

HUD grants provide funds for the Department of Planning and Community Development to continue funding a Budget Specialist I at an annual rate of \$77,731.00 for three-years period. Reporting to Commissioner and Deputy Commissioner, the Budget Specialist I will to be responsible for assisting in the monitoring of annual grant funds and with preparation for annual audits.

Currently, the Budget Specialist I manage 69 households (families and individuals) with \$1.1 million dollars of grant funding from the CoC for people in need of housing with rents no more than 30% of their gross monthly income.

In summary, the grants specifically provide admin funds for the Department of Planning and Community Development to continue to fund the Budget Specialist I. The City's financial investment would be in the amount of \$167,898.96 to cover the fringe benefits under code range 9010 through 9070 for fringe benefits. The total grant period is three years (January 2026- December 2028) with potential for increase based on the adopted budget.

Should you require further information, please feel free to contact me at (914) 840-4030.





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

JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

PAMELA J. TARLOW, ESQ.  
DEPUTY COMMISSIONER

URA Grant- Funded Staff Break Down

Benefit %

Staff Name	Salaries (cover by Grant funds)	3-Yr Salaries Total	Fringe/Benefits (cover by CMV)	3 Yr Fringe/Benefit Total	Total	3 Yr Salary & Fringe Total Amount
T. Nozil	\$77,731.00	\$233,193.00	\$55,966.32	\$167,898.96	\$133,697.32	\$401,091.96
T. Patterson	\$108,210.00	\$324,630.00	\$77,911.20	\$233,733.60	\$186,121.20	\$558,363.60
Total	\$185,941.00	\$557,823.00	\$133,877.52	\$401,632.56	\$319,818.52	\$959,455.56

72%

Sincerely,

JAMES RAUSSE, FAICP, WEDG

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





# 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 -1883

**Agenda Date:** 1/28/2026

**Agenda #:** 23.

### City Council:

**AN ORDINANCE AMENDING ORDINANCE NO. 12,  
ADOPTED BY THE CITY COUNCIL ON NOVEMBER  
21, 2023, ENTITLED “AN ORDINANCE AUTHORIZING  
THE MAYOR TO ACCEPT GRANTS FROM CITIES  
AND EXECUTE A TECHNICAL ASSISTANCE SERVICE  
AGREEMENT FOR THE ESTABLISHMENT OF THE  
MOUNT VERNON FINANCIAL EMPOWERMENT CENTER”**

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

**Section 1.** The first decretal paragraph of Ordinance No. 12, adopted November 21, 2023, entitled “AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT GRANTS FROM CITIES AND EXECUTE A TECHNICAL ASSISTANCE SERVICE AGREEMENT FOR THE ESTABLISHMENT OF THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER,” is hereby amended, and an additional paragraph is added to include the required expense code, as follows:

**Whereas**, in a letter dated January 9, 2026, [November 14, 2023], the Deputy Commissioner of the Department of Planning & Community Development formally requested authorization to amend Ordinance No. 12, adopted by the City Council on November 21, 2023, authorizing the Mayor to accept a grant from Cities for Financial Empowerment Fund in the amounts of \$150,000 and execute a technical assistance service agreement with said organization to establish the Mount Vernon Financial Empowerment Center within the City of Mount Vernon; and

**WHEREAS**, Ordinance No. 12, as adopted by the City Council on November 21, 2023, is hereby amended to add Expense Code 8020.405, authorizing the Department of Finance to process all payments associated with and in support of the Mount Vernon Financial Empowerment Center (MVFE).

**WHEREAS**, the City of Mount Vernon has prepared an implementation proposal to establish and operate a Financial Empowerment Center (FEC) in collaboration with Cities for Financial Empowerment Fund (CFEF) and Mercy University; and

**WHEREAS**, the City has participated in a year-long process to prepare the FEC implementation proposal, requesting a grant of \$150,000 from Cities for Financial Empowerment Fund to support the operation of the FEC; and

**WHEREAS**, in anticipation of receiving the grant, the City requests approval to enact legislation authorizing the Mayor to accept the grant and execute a technical assistance service agreement with Cities for Financial Empowerment Fund; and

**WHEREAS**, the FEC will provide free, professional, one-on-one financial counseling and coaching to residents, managed by Mercy University with support from federal funds, the Cities for Financial Empowerment Fund grant, and the African American Mayors Association; **NOW, THEREFORE, BE IT RESOLVED THAT**

The City of Mount Vernon, in City Council, convened, hereby ordains, and enacts:

**Section 1. Authorization to Accept Grant and Execute Agreement.** The City Council hereby authorizes the Mayor to accept grants from Cities for Financial Empowerment Fund in the amount of \$150,000 and execute a technical assistance service agreement with said organization to establish the Mount Vernon Financial Empowerment Center within the City of Mount Vernon.

**Section 2. FEC Operational Budget.** The FEC's operational budget for two years, totaling \$580,000, shall be funded through \$400,000 in federal funds from the City's American Rescue Plan Act budget, \$150,000 grant from Cities for Financial Empowerment Fund, and \$30,000 from the African American Mayors Association.

**Section 3. FEC Management.** Mercy University is authorized to manage the FEC and hire and train three full-time employees. The FEC will become operational in February 2023 after staff training and facilities are set up.

**Section 4. Oversight and Promotion.** The Department of Planning and Community Development will oversee the initiative, work with community and nonprofit partners to promote services, and establish partnerships with local service providers.

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

New Matter Underlined

Deleted Matter in Brackets [ ]



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

JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

January 9, 2026

VIA EMAIL:

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

RE: Request for the Mount Vernon City Council to enact legislation to Amend Mount Vernon Financial Empowerment Center funding legislation to add expense code 8020.405 for funds received from Cities for Financial Empowerment Fund and African American Mayors Association. For consideration on the agenda at the February 14th, 2025, City Council meeting.

Dear Honorable Members of the City Council,

I am writing to respectfully request that the Mount Vernon City Council consider and enact legislation to amend previously adopted legislation to include expense code **8020.405**, thereby enabling the Finance Department to process payments in support of the Mount Vernon Financial Empowerment Center (MVFEC).

The City Council previously legislation related to the MVFEC Ordinance 12 approved on November 21, 2023. A copy of ordinance is attached for reference. While this approval authorized the City to receive funds to support the underlying programmatic and contractual framework, the inclusion of expense code 8020.405 is now necessary to ensure proper fiscal processing and continuity of payments associated with the operation and administration of the MVFEC.

Amending the prior legislation to include this expense code will allow the City to efficiently meet its financial obligations and maintain compliance with internal accounting and budgetary procedures.

Thank you for your consideration of this request. Should you require any additional information or clarification, please do not hesitate to contact me.

Respectfully,

Marlon Molina  
Deputy Commissioner

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





9

RESOLVED that an ordinance adopted by the City Council on November 21, 2023, and signed by the Mayor on November 22, 2023, authorizing the Mayor to accept a grant in the amount of \$150,000.00 from Cities for Financial Empowerment Fund and execute a technical assistance service agreement with said organization to establish the Mount Vernon Financial Empowerment Center within the City of Mount Vernon, be and the same is hereby approved.

Vote Taken As Follows: 11/28/2023

Browne: Yea Morton: Yea

Patterson-Howard: Yea

Resolution Adopted

APPROVED AS TO FORM

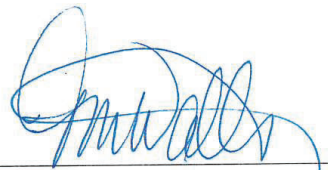


Assistant Corporation Counsel

ADOPTED BY  
BOARD OF ESTIMATE  
AND CONTRACT

APPROVED

Dept. \_\_\_\_\_



Clerk

9



NOV 21 2023

12

AN ORDINANCE AUTHORIZING THE MAYOR  
TO ACCEPT GRANTS FROM CITIES AND EXECUTE  
A TECHNICAL ASSISTANCE SERVICE AGREEMENT  
FOR THE ESTABLISHMENT OF THE MOUNT  
VERNON FINANCIAL EMPOWERMENT CENTER

WHEREAS, by letter dated November 14, 2023, the Commissioner of the Department of Planning and Community Development has requested legislation be enacted authorizing the Mayor to accept a grant from Cities for Financial Empowerment Fund in the amounts of \$150,000 and execute a technical assistance service agreement with said organization to establish the Mount Vernon Financial Empowerment Center within the City of Mount Vernon; and

WHEREAS, the City of Mount Vernon has prepared an implementation proposal to establish and operate a Financial Empowerment Center (FEC) in collaboration with Cities for Financial Empowerment Fund (CFEF) and Mercy University; and

WHEREAS, the City has participated in a year-long process to prepare the FEC implementation proposal, requesting a grant of \$150,000 from Cities for Financial Empowerment Fund to support the operation of the FEC; and

WHEREAS, in anticipation of receiving the grant, the City requests approval to enact legislation authorizing the Mayor to accept the grant and execute a technical assistance service agreement with Cities for Financial Empowerment Fund; and

WHEREAS, the FEC will provide free, professional, one-on-one financial counseling and coaching to residents, managed by Mercy University with support from federal funds, the Cities for Financial Empowerment Fund grant, and the African American Mayors Association; **NOW, THEREFORE, BE IT RESOLVED THAT**

The City of Mount Vernon, in City Council, convened, hereby ordains, and enacts:

**Section 1: Authorization to Accept Grant and Execute Agreement.** The City Council hereby authorizes the Mayor to accept grants from Cities for Financial Empowerment Fund in the amount of \$150,000 and execute a technical assistance service agreement with said organization to establish the Mount Vernon Financial Empowerment Center within the City of Mount Vernon.

**Section 2: FEC Operational Budget.** The FEC's operational budget for two years, totaling \$580,000, shall be funded through \$400,000 in federal funds from the City's American Rescue Plan Act budget, \$150,000 grant from Cities for Financial Empowerment Fund, and \$30,000 from the African American Mayors Association.

**Section 3: FEC Management.** Mercy University is authorized to manage the FEC and hire and train three full-time employees. The FEC will become operational in February 2023 after staff training and facilities are set up.

**Section 4: Oversight and Promotion.** The Department of Planning and Community Development will oversee the initiative, work with community and nonprofit partners to promote services, and establish partnerships with local service providers.

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

APPROVED AS TO FORM

Assistant Corporation Counsel

Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk

APPROVED

Dept.

APPROVED

NOV 22 2023

Date

By

Mayor

Vote Taken As Follows: 11/21/2023

Copeland: Yea Gleason: Yea

Poteat: Yea Thompson: Yea

Browne: Yea Ordinance Adopted



# 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 -1882

**Agenda Date:** 1/28/2026

**Agenda #:** 24.

### City Council:

**AN ORDINANCE AMENDING ORDINANCE NO. 8,  
ADOPTED BY THE CITY COUNCIL ON JANUARY  
10, 2024, ENTITLED “AN ORDINANCE AUTHORIZING  
THE MAYOR TO ACCEPT A GRANT FROM THE  
AFRICAN AMERICAN MAYORS ASSOCIATION IN  
SUPPORT OF THE MOUNT VERNON FINANCIAL  
EMPOWERMENT CENTER”**

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

**Section 1.** The first decretal paragraph of Ordinance No. 8, adopted on January 10, 2024, entitled “AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT A GRANT FROM THE AFRICAN AMERICAN MAYORS ASSOCIATION IN SUPPORT OF THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER,” is hereby amended, and an additional paragraph is added to include the required expense code, as follows:

**Whereas**, in a letter dated January 9, 2026, [January 2, 2024], the Deputy Commissioner of the Department of Planning & Community Development formally requested authorization to amend Ordinance No. 8, adopted by the City Council on January 10, 2024, authorizing the Mayor to accept a grant in the amount of \$30,000.00 from the African American Mayors Association (“AAMA”) to support the operation of the Mount Vernon Financial Empowerment Center. The Department of Planning and Community Development will work with Cities for Financial Empowerment Fund (“CFEF”) and Mercy University to launch the new Mount Vernon Financial Empowerment Center (“FEC”) within the City of Mount Vernon; and

**WHEREAS**, Ordinance No. 8, as adopted by the City Council on January 10, 2024, is hereby amended to add Expense Code 8020.405, authorizing the Department of Finance to process all payments associated with and in support of the Mount Vernon Financial Empowerment Center (MVFEC).

**WHEREAS**, the grant from AAMA will supplement the FEC operational budget. The FEC is also funded through \$400,000 in federal funds from the City’s American Rescue Plan Act budget and a \$150,000 grant from Cities for Financial Empowerment Fund; and

**WHEREAS**, in anticipation of receiving the grant, the City requests approval to enact legislation authorizing the Mayor to accept the grant; and

**WHEREAS**, the FEC will provide free, professional, one-on-one financial counseling and

coaching to residents, managed by Mercy University with support from federal funds, the Cities for Financial Empowerment Fund grant, and the African American Mayors Association; **NOW, THEREFORE, BE IT RESOLVED THAT**

The City of Mount Vernon, in City Council, convened, hereby ordains, and enacts:

**Section 1. Authorization to Accept Grant and Execute Agreement.** The City Council hereby authorizes the Mayor to accept a grant in the amount of \$30,000.00 from the African American Mayors Association (“AAMA”) to support the operation of the Mount Vernon Financial Empowerment Center. The Department of Planning and Community Development will work with Cities for Financial Empowerment Fund (“CFEF”) and Mercy University to launch the new Mount Vernon Financial Empowerment Center (“FEC”) within the City of Mount Vernon.

**Section 2. FEC Operational Budget.** The FEC’s operational budget for two years, totaling \$580,000, shall be funded through \$400,000 in federal funds from the City's American Rescue Plan Act budget, \$150,000 grant from Cities for Financial Empowerment Fund, and \$30,000 from the African American Mayors Association.

**Section 3. FEC Management.** Mercy University is authorized to manage the FEC and hire and train three full-time employees.

**Section 4. Oversight and Promotion.** The Department of Planning and Community Development will oversee the initiative, work with community and nonprofit partners to promote services, and establish partnerships with local service providers.

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

New Matter Underlined

Deleted Matter in Brackets [ ]



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

JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

January 9, 2026

VIA EMAIL:

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

RE: Request for the Mount Vernon City Council to enact legislation to Amend Mount Vernon Financial Empowerment Center funding legislation to add expense code 8020.405 for funds received from Cities for Financial Empowerment Fund and African American Mayors Association. For consideration on the agenda at the February 14th, 2025, City Council meeting.

Dear Honorable Members of the City Council,

I am writing to respectfully request that the Mount Vernon City Council consider and enact legislation to amend previously adopted legislation to include expense code **8020.405**, thereby enabling the Finance Department to process payments in support of the Mount Vernon Financial Empowerment Center (MVFEC).

The City Council previously legislation related to the MVFEC Ordinance 8 approved on January 10, 2024. A copy of ordinance is attached for reference. While this approval authorized the City to receive funds to support the underlying programmatic and contractual framework, the inclusion of expense code 8020.405 is now necessary to ensure proper fiscal processing and continuity of payments associated with the operation and administration of the MVFEC.

Amending the prior legislation to include this expense code will allow the City to efficiently meet its financial obligations and maintain compliance with internal accounting and budgetary procedures.

Thank you for your consideration of this request. Should you require any additional information or clarification, please do not hesitate to contact me.

Respectfully,

Marlon Molina  
Deputy Commissioner

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





JAN 10 2024  
8

AN ORDINANCE AUTHORIZING THE MAYOR TO  
ACCEPT A GRANT FROM THE AFRICAN AMERICAN  
MAYORS ASSOCIATION IN SUPPORT OF THE MOUNT  
VERNON FINANCIAL EMPOWERMENT CENTER

WHEREAS, by letter dated January 2, 2024, the Commissioner of the Department of Planning and Community Development has requested legislation be enacted authorizing the Mayor to accept a grant in the amount of \$30,000.00 from the African American Mayors Association ("AAMA") to support the operation of the Mount Vernon Financial Empowerment Center. The Department of Planning and Community Development will work with Cities for Financial Empowerment Fund ("CFEF") and Mercy University to launch the new Mount Vernon Financial Empowerment Center ("FEC") within the City of Mount Vernon; and

WHEREAS, the grant from AAMA will supplement the FEC operational budget. The FEC is also funded through \$400,000 in federal funds from the City's American Rescue Plan Act budget and a \$150,000 grant from Cities for Financial Empowerment Fund; and

WHEREAS, in anticipation of receiving the grant, the City requests approval to enact legislation authorizing the Mayor to accept the grant; and

WHEREAS, the FEC will provide free, professional, one-on-one financial counseling and coaching to residents, managed by Mercy University with support from federal funds, the Cities for Financial Empowerment Fund grant, and the African American Mayors Association; **NOW, THEREFORE, BE IT RESOLVED THAT**

The City of Mount Vernon, in City Council, convened, hereby ordains, and enacts:

**Section 1: Authorization to Accept Grant and Execute Agreement.** The City Council hereby authorizes the Mayor to accept a grant in the amount of \$30,000.00 from the African American Mayors Association ("AAMA") to support the operation of the Mount Vernon Financial Empowerment Center. The Department of Planning and Community Development will work with Cities for Financial Empowerment Fund ("CFEF") and Mercy University to launch the new Mount Vernon Financial Empowerment Center ("FEC") within the City of Mount Vernon.

**Section 2: FEC Operational Budget.** The FEC's operational budget for two years, totaling \$580,000, shall be funded through \$400,000 in federal funds from the City's American Rescue Plan Act budget, \$150,000 grant from Cities for Financial Empowerment Fund, and \$30,000 from the African American Mayors Association.

**Section 3: FEC Management.** Mercy University is authorized to manage the FEC and hire and train three full-time employees.

**Section 4: Oversight and Promotion.** The Department of Planning and Community Development will oversee the initiative, work with community and nonprofit partners to promote services, and establish partnerships with local service providers.

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

Vote Taken As Follows: 1/10/2024  
Boxhill: Yea    Browne: Yea  
Poteat: Yea    Thompson: Yea  
Gleason: Yea    Ordinance Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk

APPROVED

Dept.

APPROVED

JAN 11 2024

Date

By

Mayor



# 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 -1876

Agenda Date: 1/28/2026

Agenda #: 25.

**AN ORDINANCE AMENDING ORDINANCE NO. 31,  
ADOPTED BY THE CITY COUNCIL ON AUGUST 14,  
2025, ENTITLED “AN ORDINANCE AUTHORIZING THE  
MAYOR TO EXECUTE A CONTRACT AMENDMENT WITH  
THE CITIES FOR FINANCIAL EMPOWERMENT FUND TO  
INCORPORATE LEGACY PLANNING SERVICES IN THE  
MOUNT VERNON FINANCIAL EMPOWERMENT CENTER”**

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

**Section 1.** The first decretal paragraph of Ordinance No. 31, adopted on August 14, 2025, entitled “AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT AMENDMENT WITH THE CITIES FOR FINANCIAL EMPOWERMENT FUND TO INCORPORATE LEGACY PLANNING SERVICES IN THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER,” is hereby amended, and an additional paragraph is added to include the required expense code, as follows:

**Whereas**, in a letter dated January 8, 2026, [August 4, 2025], the Deputy Commissioner of the Department of Planning & Community Development formally requested authorization to amend Ordinance No. 31, adopted by the City Council on August 14, 2025, authorizing the Mayor to execute the “First Grant Amendment,” dated June 1, 2025, with the Cities for Financial Empowerment Fund, amending the original FEC Implementation Grant Agreement dated February 1, 2024, to incorporate Legacy Planning Services into the Mount Vernon Financial Empowerment Center; and

**WHEREAS**, Ordinance No. 31, as adopted by the City Council on August 14, 2025, is hereby amended to add Expense Code 8020.405, authorizing the Department of Finance to process all payments associated with and in support of the Mount Vernon Financial Empowerment Center (MVFECE).

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

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

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

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

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

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

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

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

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

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

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

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

New Matter Underlined

Deleted Matter in Brackets [ ]



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

JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

January 9, 2026

VIA EMAIL:

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

RE: Request for the Mount Vernon City Council to enact legislation to Amend Mount Vernon Financial Empowerment Center funding legislation to add expense code 8020.405 for funds received from Cities for Financial Empowerment Fund and African American Mayors Association. For consideration on the agenda at the February 14th, 2025, City Council meeting.

Dear Honorable Members of the City Council,

I am writing to respectfully request that the Mount Vernon City Council consider and enact legislation to amend previously adopted legislation to include expense code **8020.405**, thereby enabling the Finance Department to process payments in support of the Mount Vernon Financial Empowerment Center (MVFEC).

The City Council previously legislation related to the MVFEC Ordinance 31 approved on August 14, 2025. A copy of ordinance is attached for reference. While this approval authorized the City to receive funds to support the underlying programmatic and contractual framework, the inclusion of expense code 8020.405 is now necessary to ensure proper fiscal processing and continuity of payments associated with the operation and administration of the MVFEC.

Amending the prior legislation to include this expense code will allow the City to efficiently meet its financial obligations and maintain compliance with internal accounting and budgetary procedures.

Thank you for your consideration of this request. Should you require any additional information or clarification, please do not hesitate to contact me.

Respectfully,

Marlon Molina  
Deputy Commissioner

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



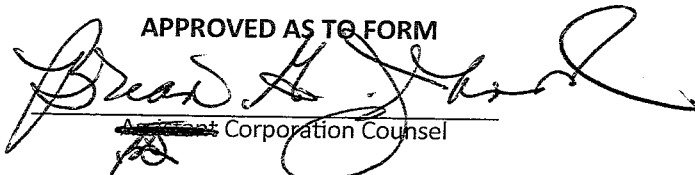



AUG 19 2025

22

**RESOLVED**, that a resolution adopted by the City Council on August 14, 2025, and signed by the Mayor on August 15, 2025, authorizing the Mayor to Execute a Contract Amendment with the Cities for Financial Empowerment Fund to Incorporate Legacy Planning Services into the Mount Vernon Financial Empowerment Center – (the additional grant funding of Fifty Thousand Dollars (\$50,000) shall be deposited in Revenue Code A2705.1 “Gifts and Donations” and shall be appropriated in accordance with the updated Scope of Work and Budget provided in the amendment); be, and the same is hereby approved.

Vote Was Taken As Follows: 8/19/2025  
Morton: Yea Browne: Yea  
Poteat: Yea  
Resolution: Adopted

APPROVED AS TO FORM  
  
Brad H. Johnson  
City Corporation Counsel

ADOPTED BY  
BOARD OF ESTIMATE  
AND CONTRACT  
  
Clerk

22

AUG 13 2025

34  
NOT  
DOPTED

AUG 14 2025

31

SPECIAL

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

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

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

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

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

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

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

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

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

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

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

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

AUG 13 2025

34

NOT  
ADOPTED

AUG 14 2025

31

SPECIAL

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

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

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

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

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

AUG 15 2025

Date

BY

Mayer

Page | 2

31

Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk



# 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 -1837  
A

Agenda Date: 1/14/2026

Agenda #: 27 -

### City Council:

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNT VERNON RETROACTIVELY APPOINTING GWEN JACKSON TO THE BOARD OF ASSESSMENT REVIEW FOR A FIVE-YEAR TERM**

**WHEREAS**, pursuant to the New York State Real Property Tax Law, the City Council of the City of Mount Vernon is authorized to appoint members to the Board of Assessment Review; and

**WHEREAS**, the term of Mr. Rey Hollingsworth as a member of the Board of Assessment Review expired on September 30, 2025, thereby creating a vacancy on said Board; and

**WHEREAS**, it is necessary and appropriate to fill said vacancy in order to ensure the continued and effective operation of the Board of Assessment Review; and

**WHEREAS**, New York State Real Property Tax Law requires that members of the Board of Assessment Review be residents of the City of Mount Vernon and possess extensive knowledge of the housing stock within the municipality; and

**WHEREAS**, Ms. Gwen Jackson is a resident of the City of Mount Vernon and possesses extensive knowledge and experience in real estate and buildings through her service as a code enforcement officer; and

**WHEREAS**, Ms. Jackson is qualified to serve on the Board of Assessment Review and is recommended for appointment to a five (5) year term retroactively commencing October 1, 2025, and ending September 30, 2030; and

**WHEREAS**, newly appointed members of the Board of Assessment Review are required to complete training administered by New York State, and timely appointment is necessary to meet the training deadline of March 2026;

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

**Section 1. Appointment.** Ms. Gwen Jackson is hereby appointed as a member of the Board of Assessment Review of the City of Mount Vernon to fill the vacancy created by the expiration of the term of Mr. Rey Hollingsworth.

**Section 2. Term of Office.** The appointment of Ms. Gwen Jackson shall be for a term of five (5) years, retroactively commencing on October 1, 2025, and ending on September 30, 2030.

**Section 3. Qualifications.** The City Council finds Ms. Gwen Jackson to be fully qualified

to serve on the Board of Assessment Review in accordance with the requirements of New York State Real Property Tax Law.

**Section 4. Training Requirement.** Ms. Gwen Jackson shall complete all training requirements mandated by New York State for members of the Board of Assessment Review within the applicable timeframes.

**Section 5. Effective Date.** That this Resolution shall take effect immediately upon its adoption by the City Council.



OFFICE OF THE CITY CLERK  
ONE ROOSEVELT SQUARE NORTH  
MOUNT VERNON, NEW YORK 10550  
(914) 668-2352 \* [WWW.CMVNY.COM](http://WWW.CMVNY.COM)

NICOLE BONILLA, MBA  
City Clerk

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January 8, 2026

Re: Board of Assessment Review – Request to Appoint Gwen Jackson

Honorable City Council Members,

Under Chapter C, Article VX, Section 244 of the Mount Vernon City Charter, which provides for the appointment of members to the Board of Assessment Review by the City Council, this letter requests that the City Council enact legislation based on the recommendation from Commissioner Stephanie Vanderpool to appoint Gwen Jackson for a term of five (5) years, commencing on October 1, 2025, and expiring on September 30, 2030.

Sincerely,

Nicole Bonilla, MBA  
City Clerk



CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT of ASSESSMENT

SHAWYN PATTERSON-HOWARD  
*Mayor*

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

Stephanie Vanderpool  
*Commissioner*

Cranson D. Johnson  
*Deputy Commissioner*

## Memorandum

**To:** Honorable. Shawyn Patterson-Howard

**From:** Stephanie Vanderpool - Commissioner

**Date:** January 8, 2026

**Re: Board of Assessment Review 2026**

Dear Mayor Patterson-Howard,

Please be advised that Board of Review member Mr. Rey Hollingsworth term expired effective September 30<sup>th</sup>, 2025. I am respectfully recommending Ms. Gwen Jackson as a new appointee to serve for a term of 5 years which **will be retroactive to October 1<sup>st</sup>, 2025, through September 30<sup>th</sup>, 2030.** Ms. Jackson has years of extensive knowledge and experience in real estate and buildings as a code enforcement officer.

New York State Real property law require the appointed individual be a resident of The City of Mount Vernon and have an extensive knowledge of the Housing Stock in the municipality.

Please advise at your earliest as new appointments will require training by New York State. The deadline is March 2026.

Sincerely

*Stephanie Vanderpool*

Stephanie Vanderpool  
Commissioner of Assessment  
Cc: Office file



# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1886

**Agenda Date:** 1/28/2026

**Agenda #:** 27.

### City Council:

#### **AN ORDINANCE GRANTING A ONE (1) YEAR LEAVE OF ABSENCE TO LAMONT RADCLIFF, MOTOR EQUIPMENT OPERATOR, SANITATION, DEPARTMENT OF PUBLIC WORKS**

**Whereas**, in correspondence dated January 14, 2026, the Commissioner of the Department of Public Works formally requested authorization to grant a one (1) year leave of absence to Mr. Lamont Radcliff, Motor Equipment Operator Sanitation (MEO-S), to enable him to serve in the position of Sanitation Foreman within the Department of Public Works; and

**Whereas**, Mr. Lamont Radcliff is presently employed by the City of Mount Vernon as a Motor Equipment Operator Sanitation (MEO-S) within the Department of Public Works; and

**Whereas**, Mr. Radcliff has been selected to fulfill the position of Sanitation Foreman within the Department of Public Works; and

**Whereas**, pursuant to the provisions of the collective bargaining agreement between the City of Mount Vernon and Teamsters Local 456, employees may be granted a leave of absence under specified circumstances; and

**Whereas**, the Commissioner of the Department of Public Works has requested that the City Council authorize a one (1) year leave of absence for Mr. Radcliff to enable him to serve in the position of Sanitation Foreman; and

**Whereas**, the City Council finds that granting said leave of absence is in the best interests of the City and consistent with applicable labor agreements and operational needs;

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

**Section 1. Authorization of Leave of Absence.** A one (1) year leave of absence is hereby granted to Mr. Lamont Radcliff, Motor Equipment Operator Sanitation (MEO-S), for the purpose of fulfilling the position of Sanitation Foreman within the Department of Public Works.

**Section 2. Term of Leave.** The leave of absence authorized herein shall be effective from January 9, 2026, through January 8, 2027, in accordance with the terms and conditions of the Teamsters Local 456 collective bargaining agreement.

**Section 3. Compliance with Collective Bargaining Agreement.** All rights, benefits, and conditions applicable to this leave of absence shall be governed by and subject to the provisions of the applicable collective bargaining agreement between the City of Mount Vernon and Teamsters Local



456.

**Section 4. Severability.** If any clause, sentence, paragraph, subdivision, section, or part of this ordinance shall be adjudged invalid by any court of competent jurisdiction, such judgment shall not affect, impair, or invalidate the remainder thereof.

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



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

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

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

**DAMANI L. BUSH**  
*Commissioner*

**ROBERT L. HACKETT**  
*Deputy Commissioner*

January 14, 2026

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

Re: Leave of Absence – Lamont Radcliff

Dear Honorable City Council Members:

I respectfully request legislation from Your Honorable Body granting a one (1) year leave of absence for Mr. Lamont Radcliff, Motor Equipment Operator Sanitation (MEO-S) to fulfil the position of Sanitation Foreman within the Department of Public Works.

His leave of absence will be effective January 9, 2026, through January 8, 2026, in accordance with his Teamsters 456 Union Contract.

Kindly have the necessary legislation enacted upon your acceptance and acquiescence of this transaction.

Respectfully,

Damani L. Bush  
DPW Commissioner  
DB/db

Cc: Mr. Lamont Radcliff



# 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 -1885

**Agenda Date:** 1/28/2026

**Agenda #:** 28.

### City Council:

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, NY, APPOINTING AVERY RANSOM TO THE CITY OF MOUNT VERNON BOARD OF ETHICS**

**WHEREAS**, Chapter 24, Section 24-7 of the Code of the City of Mount Vernon provides for the appointment of members to the Board of Ethics by the City Council; and

**WHEREAS**, the City Council of the City of Mount Vernon is authorized and empowered to make such appointments in accordance with the provisions of the City Code; and

**WHEREAS**, it is in the best interest of the City of Mount Vernon to fill vacancies and ensure the continued effective functioning of the Board of Ethics; and

**WHEREAS**, Avery Ransom has been recommended for appointment to the Board of Ethics and is deemed qualified to serve in such capacity;

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

**Section 1. Appointment.** Avery Ransom is hereby appointed as a member of the City of Mount Vernon Board of Ethics pursuant to Chapter 24, Section 24-7 of the Code of the City of Mount Vernon.

**Section 2. Term of Office.** The term of appointment for Avery Ransom shall be for two (2) years, commencing on January 14, 2026, and expiring on January 13, 2028.

**Section 3. Effective Date.** This Resolution shall take effect immediately upon its adoption by the City Council.



OFFICE OF THE CITY CLERK  
ONE ROOSEVELT SQUARE NORTH  
MOUNT VERNON, NEW YORK 10550  
(914) 668-2351 \* WWW.CMVNY.COM

NICOLE BONILLA, MBA  
City Clerk

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January 13, 2026

Re: Board of Ethics Appointment – Avery Ransom

Honorable City Council Members,

Under Chapter 24, Section 24-7 of the Mount Vernon City Code, which provides for the appointment of members to the Board of Ethics by the City Council, this letter requests that the City Council enact legislation to appoint Avery Ransom for a term of two (2) years, commencing on January 14, 2026, and expiring on January 13, 2028.

Sincerely,

Nicole Bonilla, MBA  
City Clerk



# 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 -1887

**Agenda Date:** 1/28/2026

**Agenda #:** 29.

### City Council:

#### **AN ORDINANCE AUTHORIZING THE COMPTROLLER TO EXTEND THE AGREEMENT WITH PFK O'CONNOR DAVIES, LLP FOR INDEPENDENT AUDITING SERVICES FOR FISCAL YEARS 2021 AND 2022**

**Whereas**, in correspondence dated January 14, 2026, the Comptroller formally requested authorization to extend the City's agreement with PFK O'Connor Davies, LLP to provide independent auditing services for Fiscal Years 2021 and 2022, in substantially the form presented to the City Council; and

**Whereas**, the City of Mount Vernon is required by law and sound fiscal practice to obtain annual independent audits of its financial statements; and

**Whereas**, PFK O'Connor Davies, LLP has served as the City of Mount Vernon's independent auditor for several years and possesses significant institutional knowledge of the City's financial operations; and

**Whereas**, under normal circumstances, the City would issue a Request for Proposals (RFP) for independent auditing services every five (5) years; and

**Whereas**, the City is currently experiencing fiscal challenges and is working to regain timeliness and compliance with required annual financial reporting; and

**Whereas**, transitioning to a new auditing firm at this time could result in additional delays, increased costs, and loss of institutional continuity during a critical period of fiscal recovery; and

**Whereas**, maintaining continuity with the current independent auditor will promote efficiency, cost control, and timely completion of outstanding audits; and

**Whereas**, the Comptroller has recommended that the City extend its agreement with PFK O'Connor Davies, LLP to complete the independent audits for Fiscal Years 2021 and 2022; and

**Whereas**, the proposed cost for the completion of the Fiscal Year 2021 audit is One Hundred Ten Thousand Dollars (\$110,000), and the proposed cost for the completion of the Fiscal Year 2022 audit is One Hundred Fifteen Thousand Dollars (\$115,000); and

**Whereas**, sufficient funds for these services are available within the appropriate budgeted accounts for professional auditing services;

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

**Section 1. Authorization.** The Comptroller of the City of Mount Vernon is hereby authorized to extend the City's agreement with PFK O'Connor Davies, LLP to provide independent auditing services for Fiscal Years 2021 and 2022, in substantially the form presented to the City Council.

**Section 2. Compensation.** The total compensation authorized under this Ordinance shall not exceed One Hundred Ten Thousand Dollars (\$110,000) for Fiscal Year 2021 and One Hundred Fifteen Thousand Dollars (\$115,000) for Fiscal Year 2022, subject to the availability of appropriated funds.

**Section 3. Funding.** Payment for the services authorized herein shall be made from the appropriate budgeted accounts for professional audit services, as certified by the Comptroller.

**Section 4. Compliance with Law.** The extension authorized by this Ordinance shall be subject to all applicable federal, state, and local laws, rules, and regulations.

**Section 5. Severability.** If any section, subsection, sentence, clause, or provision of this Ordinance shall be adjudged invalid or unconstitutional, such determination shall not affect the validity of the remaining portions thereof.

**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.  
OFFICE OF THE COMPTROLLER

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

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

January 14, 2026

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

Re: COMP2026 – 1 - Extension of PFK O'Connor  
Davies for Independent Auditing Services for the  
2021 & 2022

Dear Honorable Members of the City Council,

I respectfully submit this letter requesting authorization for the Comptroller to extend the City of Mount Vernon's agreement with PFK O'Connor Davies, LLP to provide independent auditing services for the **2021 and 2022 fiscal years**.

PFK O'Connor Davies has served as the City's independent auditor for several years. Under normal circumstances, the City would issue a Request for Proposals (RFP) to solicit auditing services every five years. However, given the City's current fiscal challenges and the need to regain timeliness and compliance with required annual financial reporting, it is my professional recommendation that we maintain continuity with our current auditor until the City is fully current with its outstanding audits.

Maintaining the existing auditor will allow for greater efficiency, institutional knowledge, and cost control, while minimizing additional delays that could result from transitioning to a new firm during this critical period.

The proposed costs for completing the audits are **\$110,000 for Fiscal Year 2021** and **\$115,000 for Fiscal Year 2022**. Funding for these services will be supported through the appropriate budgeted accounts for professional audit services.

Should you have any questions or require additional information, please do not hesitate to contact the Office of the Comptroller.

Thank you for your thoughtful consideration of this request.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dr. Morton', with a stylized flourish at the end.

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

cc: Mayor  
Law Department