

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

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



## **Referral Packet - Closed**

**Tuesday, March 3, 2026**

**4:00 PM**

**MAYOR'S CONFERENCE ROOM - 1st FLOOR**

### **Board of Estimate & Contract**

*NICOLE BONILLA, MBA*  
*City Clerk*

*JORDAN RIULLANO, JD*  
*Deputy City Clerk*

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**Call to Order: At 4:00 PM by Chairwoman Mayor Shawyn Patterson-Howard**

Roll Call: Roll Call and reading of agenda items administered by City Clerk Nicole Bonilla. Noticed in the Journal News.

OTHERS: Chief of Staff Malcolm Clark, Asst. Corporation Counsel Johan Powell, Deputy City Clerk Jordan A. Riullano, Assistant Comptroller Condell Hamilton

**ADMINISTRATION OF THE AGENDA****RESOLUTIONS APPROVING ORDINANCES**

1. [TMP-1913](#) Department of Public Works / Office of the Mayor: An Ordinance Authorizing the Transfer of the Title of DPW Deputy Commissioner (Administrative) to Chief of Infrastructure and Capital Improvements, Amending the 2026 Fiscal Year Budget, and Providing for Funding and Salary Adjustment

**Code:** LPW

2. [TMP-1939](#) Fire Department: An ordinance Authorizing the Mayor to Accept Two (2) Pierce Sabre 1,500 GPM Fire Pumpers Funded through the HUD Community Development Block Grant Program and provided by the Urban Renewal Agency

**Code:** PSC

3. [TMP-1953](#) Board of Water Supply: An Ordinance Authorizing Attendance of Two (2) Board of Water Supply Employees at the 2026 Young Professionals Summit in Charlotte, North Carolina

**Code:** LPW

4. [TMP-1960](#) Department of Planning and Community Development: An Ordinance Authorizing the Release of a Request for Proposals (RFP) for Professional Consulting Services to Prepare a Comprehensive Update to the City of Mount Vernon Zoning Ordinance

**Code:** FP

**AUSTERITY BUDGET REQUEST**

5. [TMP-1965](#) City Clerk: A Resolution Authorizing Payment for N'Quan Stephens, Senior Account Clerk, to Attend 2026 OpenGov Conference for Certification - (April 26 through May 1, 2026)
6. [TMP-1968](#) City Clerk: A Resolution Authorizing Payment for Attendance at the 2026 NYCOM Fall Training School - (September 13 through September 18, 2026)
7. [TMP-1969](#) City Clerk: A Resolution Authorizing Payment for the City Clerk to Attend the 2026 Summer IIMC Municipal Clerks Education Program - (July 13-16, 2026)

- 8. [TMP](#) Department of Buildings: An Ordinance Authorizing the Attendance of  
[-1956](#) Commissioner Patrick Holder at the 2026 Laserfiche Empower Conference - (April 27-30, 2026)

**Code:** PSC

**PARTIAL PAYMENT FOR THE DEPARTMENT OF PUBLIC WORKS**

- 9. [TMP](#) Department of Public Works: A Resolution Authorizing Partial Payment No. 4 to  
[-1938](#) NuVista Designs General Contractors LLC for Emergency Roof Repairs at the Police Department and Courts

- 10. [TMP](#) Department of Public Works: A Resolution authorizing Partial Payment No. 4 to  
[-1964](#) Insituform Technologies LLC for Year Two of Sewer Cleaning & inspection Project

**Code:** LPW

- 11. [TMP](#) Department of Public Works: A Resolution authorizing Partial Payment No. 5 to  
[-1966](#) Insituform Technologies LLC for Year Two of Sewer Cleaning & inspection Project

**SALARY RESOLUTIONS**

- 12. TMP Salary Resolution No. 1 - Minimum-Maximum for the Chief of Infrastructure and  
-1980 Capital Improvements

- 13. TMP Salary Resolution No. 4 - All Positions for the Chief of Infrastructure and Capital  
-1981 Improvements

- 14. TMP Salary Resolution No. 1 - Minimum-Maximum for the position of Senior  
-1983 Communications Associate

**Agenda was concluded at \_\_\_\_ PM**

**Chairwoman Patterson-Howard asked if there was new business:**

**Mayor asked for a motion to adjourn.**

**There being no further business, the meeting was adjourned at \_\_\_\_**



# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1913

**Agenda Date:** 2/25/2026

**Agenda #:** 1.

### City Council:

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

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

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

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

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

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

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

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

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

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

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

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

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

**A. Transfer of Salary Appropriations**

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

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

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

Funding for said salary shall be allocated as follows:

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

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

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

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

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

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

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

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

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

accounting entries necessary to effectuate the intent of this legislation.

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

**Section 7. Effective Date.** This Ordinance shall take effect immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract, and the title transfer shall be effective February 9, 2026.



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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

MALCOLM CLARK
Chief of Staff
KHENDRA DAVID
Deputy Chief of Staff

REVISED LETTER –

(2/10/2026)

February 5, 2026

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

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

Dear Honorable City Council Members,

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

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

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

Step 1 - Transfer of Funds

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

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

“The Jewel of Westchester”



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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

MALCOLM CLARK
Chief of Staff
KHENDRA DAVID
Deputy Chief of Staff

Step 2 – Funding Sources

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

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

Step 3 - Salary Amendment

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

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

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

Thank you for consideration in this matter.

In Service,

Signature of Shawyn Patterson-Howard

Shawyn Patterson-Howard, Mayor
City of Mount Vernon

Signature of Damani L. Bush

Damani L. Bush
DPW Commissioner

Signature of Carlton C. Spruill

Carlton C. Spruill
BOW Commissioner

SPH/db

Cc: Comptroller’s Office

“The Jewel of Westchester”



## CITY OF MOUNT VERNON, N.Y.

Mayor Office

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**SHAWYN PATTERSON-HOWARD, MPA**

*Mayor*

City Hall, One Roosevelt Square

Mount Vernon, NY, 10550

(914) 665-2362 – Fax: (914) 665-6173

**MALCOLM CLARK**

*Chief of Staff*

**KHENDRA DAVID**

*Deputy Chief of Staff*

Department of Public Works

Board of Water Supply

Engineering Bureau

Local 456 Teamsters

CSEA

New York State Environmental Facilities Corporation (EFC)

New York State Department of Environmental Conservation (DEC)

United States Environmental Protection Agency (EPA)

File

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

## **CHIEF OF INFRASTRUCTURE AND CAPITAL IMPROVEMENTS**

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

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

### **EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

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

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

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

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

**SPECIAL REQUIREMENT FOR THIS POSITION:**

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

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

**City of Mount Vernon Civil Service Commission  
Mt. Vernon, NY 10550**

**New Position Duties Statement**

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

<b>1. Department</b> Mayor's Office	<b>Bureau, Division, Unit or Section</b> Mayor's Office	<b>Location of Position</b> City Hall
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**2. Description of Duties:** Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

**Job Title:** Chief of Infrastructure and Capital Improvements

Percent of Work

Job Duty

**GENERAL INFORMATION:**

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

**DISTINGUISHING FEATURES OF THE CLASS:**

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

**EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

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

**REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

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

(Attach additional sheets if more space is needed)

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

Name	Title	Type of Supervision
Shawyn Patterson-Howard	Mayor	General

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

Name	Title	Type of Supervision

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

Name	Title	Location of Position

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

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

Experience: (list amount and type)

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

Essential knowledge, skills and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

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

**Certificate of Civil Service Commission**

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

Title: Chief of Infrastructure & Capital Improvements  
 Jurisdictional Classification:

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

**Action by Legislative Body or Other Approving Authority**

9. Creation of described position

- Approved
- Disapproved

Date:  Signature:

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



# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1939

**Agenda Date:** 2/25/2026

**Agenda #:** 2.

### City Council:

**AN ORDINANCE AUTHORIZING THE MAYOR TO  
ACCEPT TWO (2) PIERCE SABRE 1,500 GPM FIRE  
PUMPERS FUNDED THROUGH THE HUD COMMUNITY  
DEVELOPMENT BLOCK GRANT PROGRAM AND  
PROVIDED BY THE URBAN RENEWAL AGENCY**

**Whereas**, in correspondence dated February 5, 2026, the Commissioner of the Fire Department formally requested that the City Council authorize the Mayor to accept the acquisition of two (2) Pierce Sabre 1,500 GPM fire pumpers from the Urban Renewal Agency, at a total cost not to exceed \$1,799,500.00, with funding provided through the HUD Community Development Block Grant Program; and

**Whereas**, the City of Mount Vernon is committed to ensuring the safety, health, and welfare of its residents through the provision of effective fire protection and emergency response services; and

**Whereas**, the City of Mount Vernon Fire Department requires modern and reliable fire apparatus in order to maintain appropriate response capabilities and to replace aging equipment; and

**Whereas**, the Urban Renewal Agency of the City of Mount Vernon (“URA”) has made available two (2) Pierce Sabre fire pumpers, each with a 1,500-gallon-per-minute pumping capacity (collectively, the “Fire Apparatus”), at a total cost not to exceed One Million Seven Hundred Ninety-Nine Thousand Five Hundred Dollars (\$1,799,500.00); and

**Whereas**, the Fire Apparatus will be paid for using funds from the United States Department of Housing and Urban Development (“HUD”) Community Development Block Grant (“CDBG”) program, in accordance with all applicable federal, state, and local laws and regulations; and

**Whereas**, upon delivery and acceptance, title to the Fire Apparatus shall vest in the City of Mount Vernon, and the Fire Apparatus shall become the property of the City; and

**Whereas**, once titled to the City of Mount Vernon, all maintenance, operational, and related costs associated with the Fire Apparatus shall be the responsibility of the City of Mount Vernon; and

**Whereas**, the City Council has reviewed the attached resolution and supporting documentation and finds that acceptance of the Fire Apparatus is in the best interests of the City of Mount Vernon and its residents;

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

**Section 1. Authorization to Accept Fire Apparatus.** The Mayor is hereby authorized to

accept two (2) Pierce Sabre 1,500 GPM fire pumpers from the Urban Renewal Agency at a total cost not to exceed \$1,799,500.00, funded through the HUD Community Development Block Grant program.

**Section 2. Ownership and Title.** Upon receipt and acceptance, title to the Fire Apparatus shall be vested in the City of Mount Vernon, and the Fire Apparatus shall become the sole property of the City.

**Section 3. Maintenance and Operational Responsibility.** The City of Mount Vernon shall assume full responsibility for all maintenance, operational, insurance, and related costs associated with the Fire Apparatus upon transfer of title.

**Section 4. Compliance with Applicable Laws.** The acquisition and acceptance of the Fire Apparatus shall be subject to and carried out in compliance with all applicable federal, state, and local laws, rules, and regulations, including those governing the HUD CDBG program.

**Section 5. Authorization of Additional Actions.** The Mayor, Fire Commissioner, Corporation Counsel, and any other authorized City officials are hereby authorized and directed to take any and all actions and execute any documents necessary to effectuate the intent of this Ordinance.

**Section 6. Severability.** If any section, subsection, clause, or provision of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the remaining provisions.

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



CITY OF MOUNT VERNON, N.Y.  
FIRE DEPARTMENT

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

Fire Headquarter – 470 East Lincoln Avenue  
Mount Vernon, NY. 10550  
(914) 665-2611 – Fax: (914) 665-2631

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

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

*Through the Office of the Mayor*

February 5, 2026

Dear Honorable Council Members:

This letter is to request that the City Council enact legislation that would enable the Fire Department to accept the following Fire Apparatus (Two Pierce Sabre 1,500 GPM Pumpers) for \$1,799,500.00. This apparatus will be provided by the Urban Renewal Agency (URA) and paid for with HUD CDBG funding program.

Please see the attached Resolution and supporting documentation for this request. Once received by the City of Mount Vernon, these Fire Apparatus will be titled to, and the property of said entity, and all maintenance and operational costs will be the responsibility of the title holder.

I appreciate your cooperation in this matter.

Respectfully submitted:

Kevin B. Holt  
Fire Commissioner

*“The Jewel of Westchester”*



CITY OF MOUNT VERNON, N.Y.  
FIRE DEPARTMENT

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

Fire Headquarter – 470 East Lincoln Avenue  
Mount Vernon, NY. 10550  
(914) 665-2611 – Fax: (914) 665-2631

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

MEMORANDUM FOR RECORD

February 5, 2026

This letter serves as a request for approval and award of Urban Renewal/HUD CDBG Grant funds for the approval of two Fire Pumpers for the Mount Vernon Fire Department. The Mount Vernon Fire Department is located just north of NYC and borders the Village of Pelham and Pelham Manor to the east, the Village of Bronxville and the Village of Tuckahoe to the north, and the city of Yonkers to the West. According to the U.S. Census Survey, approximately 73,000 residents live in the city, making it the 8th-largest in New York State and the 2nd-most densely populated city in the state.

Although the official census number is approximately 73,000, we believe the more accurate figure is 100,000, based on the volume of trash collected per annum by the city's Public Works Department and the city's hidden population density. This may be a mitigating factor contributing to the number of fires and related injuries to which Mount Vernon First Responders must respond.

The city's topography is also noteworthy. The city's terrain can be described as "hilly". The sheer volume of calls the fire department responds to daily significantly accelerates the wear and tear on our fire apparatus fleet.

The Mount Vernon Fire Department has a census of 153 Firefighters/Officers and a fleet of 15 Fire Apparatus. This includes Conventional Fire Pumpers, Heavy Rescue, and Aerial Apparatus. Our current vehicle inventory does not meet the NFPA-recommended safety fire standard. On any given month, 35% percentage of the City's fire apparatus is inactive due to mechanical maintenance issues.

We currently have 7 Fire Pumpers: 2 2020 1,500 GPM Pumpers, 2 2010 1,500 GPM Pumpers, 2 2004 2,000 GPM Pumpers, and 1 1993 1,500 GPM Pumpers. Due to age and call volume, maintenance and repair issues are continually placing this aged fleet out of service.

The city had 43 structure fires in 2025, 29 in 2024, 48 in 2023, and 7 in 2026. Our total call volume in 2025 was 12,429 incidents.

Respectfully Submitted

Kevin B. Holt  
Fire Commissioner

*"The Jewel of Westchester"*

RESOLUTION 2026

**RESOLUTION OF THE CITY COUNCIL TO ACCEPT 2 FIRE TRUCKS FROM THE MVURA FOR USE IN FIRE STATION NUMBER 3 AND TO ACCEPT OWNERSHIP THEREOF**

WHEREAS, the Mount Vernon Urban Renewal Agency ("URA") administers the Community Development Block Grant (CDBG) Program funds from the US. Department of Housing and Urban. Development ("HUD"); and

WHEREAS, the purpose of the CDBG Program is to meet the national objective by providing quality of life for low and moderate communities; and

WHEREAS fire Station # 3 is located and provides service to a designated low and moderate income area within the City; and

WHEREAS, the City has historically had six Fire Pumpers to fight structural fires and rescue victims in burning or unsafe buildings: The City's current fleet of fire pumpers consists of 7 five-pumpers: 2 – 2020 Pierce Sabre 1,500 GPM pumpers, 2 – 2010 Pierce Arrow 1,500 GPM pumpers, 2 – Ferrara 2,000 GPM pumpers and 1 -1993 Pierce Arrow 1,500 GPM pumper.

WHEREAS, the City has four fire pumpers currently in service: two with five years of service, one with fifteen years of service, and one with twenty-one years of service. Three pumpers are presently out of service due to mechanical issues, parts availability, and age. Best practices in fire safety for a city of this density and population dictate that at least four pumpers be in service to appropriately respond to community needs and ensure firefighter safety.

WHEREAS, the purchase of these two Pierce Sabre Pumpers fire apparatus is necessary to ensure an effective response to Mount Vernon's serious fire safety threats; and

WHEREAS the URA recognized this need and voted at their Board meeting in resolution 2025-17 to purchase these trucks for the low and moderate community benefit; and

WHEREAS the URA considered three different cooperative purchasing programs and chose the Trucks that met Federal procurement policy under 24 CFR 200 et al; and

NOW, THEREFORE BE IT FURTHER RESOLVED that the two fire trucks purchased by the URA be accepted by the City of Mont Vernon taking all responsibilities for the Trucks maintenance, insurance and use moving forward.



# 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 -1953

**Agenda Date:** 2/25/2026

**Agenda #:** 3.

### City Council:

#### **AN ORDINANCE AUTHORIZING ATTENDANCE OF TWO (2) BOARD OF WATER SUPPLY EMPLOYEES AT THE 2026 YOUNG PROFESSIONALS SUMMIT IN CHARLOTTE, NORTH CAROLINA**

**Whereas**, in correspondence dated February 11, 2026, the Commissioner of the Board of Water Supply formally requested authorization for two (2) employees of the Board of Water Supply to attend the 2026 Young Professionals Summit to be held in Charlotte, North Carolina, from March 22, 2026, through March 25, 2026; and

**Whereas**, the Board of Water Supply of the City of Mount Vernon is committed to ensuring the continued professional development and training of its employees to enhance operational efficiency, regulatory compliance, infrastructure modernization, and public service; and

**Whereas**, the 2026 Young Professionals (YP) Summit is a premier workshop designed for emerging leaders in the water and wastewater industry, providing advanced training in leadership development, industry best practices, and technical expertise; and

**Whereas**, the Summit will be held in Charlotte from March 22 through March 25, 2026; and

**Whereas**, attendance at the Summit directly aligns with the City's ongoing initiatives, including but not limited to the Lead Service Line Replacement Program, Cross Connection Control and Backflow Prevention Program, regulatory compliance efforts, infrastructure modernization, operational efficiency, and community engagement; and

**Whereas**, the Summit offers professional development sessions, collaboration with senior leadership regarding sector trends, risks, and opportunities, hands-on experience with water and wastewater tools, and interactive small-group problem-solving opportunities; and

**Whereas**, the registration fee for the Summit is Three Hundred Dollars (\$300.00) per attendee; and

**Whereas**, the total expenses for registration, hotel accommodations, travel, and incidentals for two (2) employees shall not exceed Five Thousand Dollars (\$5,000.00); and

**Whereas**, funding for said expenses is available in Budget Code 001-581-581001, Staff Development & Training;

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

**Section 1. Authorization of Attendance.** The City Council hereby authorizes two (2) employees of the Board of Water Supply to attend the 2026 Young Professionals Summit to be held in Charlotte, North Carolina, from March 22, 2026, through March 25, 2026.

**Section 2. Authorization of Expenditures.** The City Council hereby authorizes expenditures for registration fees in the amount of \$300.00 per attendee and further authorizes reimbursement for reasonable and necessary expenses related to hotel accommodations, travel, and incidentals, provided that the total cost for both attendees shall not exceed Five Thousand Dollars (\$5,000.00).

**Section 3. Funding Source.** All authorized expenditures shall be charged to Budget Code 001-581-581001, Staff Development & Training.

**Section 4. Compliance.** All travel and reimbursement shall be conducted in accordance with the City of Mount Vernon's policies, procedures, and applicable procurement and travel regulations.

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



# 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. SPRULL

SUPERINTENDENT JOHN F. ARENA

CITY HALL – ROOM 2  
MOUNT VERNON, NY 10550

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

February 11, 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 FOR LEGISLATION AUTHORIZING ATTENDANCE TO THE YOUNG PROFESSIONALS SUMMIT

Dear Honorable Council Members:

This letter serves as a formal request for the enactment of legislation authorizing two (2) employees of the Board of Water Supply to attend the 2026 Young Professionals Summit in Charlotte, North Carolina, from March 22 to March 25, 2026.

The Young Professionals (YP) Summit is a premier water and wastewater industry workshop for young professionals to develop their leadership skills and industry knowledge. The Summit aligns directly with our mission and ongoing initiatives, including the Lead Service Line Replacement Program, Cross Connection Control and Backflow Prevention Program, regulatory compliance, infrastructure modernization, operational efficiency, and community engagement.

Attendees will benefit from professional development sessions, discussions with senior leadership on sector trends, risk, and opportunities, gain hands-on experience with water and wastewater tools and collaborate in interactive small-group problem solving to expand practical knowledge. Throughout the Summit, attendees will have ongoing opportunities to network with water sector experts and colleagues, fostering collaboration and professional connections.

The registration fee is \$300 per attendee. Total expenses (including registration fee(s)) for hotel accommodation, travel, and incidentals are not to exceed \$5,000 for both attendees. These costs will be charged to budget code 001-581-581001, Staff Development & Trainings.

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

Respectfully submitted,

  
Carlton Sprull  
Commissioner





# ATTENDANCE JUSTIFICATION TIPS

AWWA/WEF Young Professionals Summit | March 22-24, 2026

## HOW TO SELL ATTENDANCE TO YOUR BOSS

YP Summit attendees will learn about emerging issues in the water industry and connect with a diverse group of water industry peers. The program is intended to challenge attendees to think critically about our industry (present and future) and to establish lasting connections with peers. Where else can you find so many professionals facing the same issues as your organization and learn how others are addressing those challenges? Are there solutions (or problems) you're not aware of? Following are several tips to guide you in your request for approval to attend the YP Summit.

## JUSTIFY THE EXPENSE

- Focus on the knowledge and information you will bring back to your organization and team as a return on the initial investment.
- Emphasize relevant sessions and workshops designed to teach specific technical or soft skills that will assist you in being a better team player and future leader.
- Offer to deliver a short presentation and Q&A session about your summit experience upon your return to other young professionals in your workplace and their supervisors.
- Prepare a plan that shows who will help cover your workload while attending the YP Summit.

## HIGHLIGHT THE DETAILS

- Session Content:
  - Program topics and speakers to be announced soon.
  - Once announced, identify specific program topics that are relevant to your organization's work, a project you are going to be working on in the future, or maybe even a topic that you are looking to explore as a part of your career path.
- Building Your Network:
  - Young professionals from all types of vocational backgrounds attend YP Summit. You'll meet utility operators, engineering consultants, vendor representatives, municipal employees, representatives from both research and permitting agencies, finance consultants, and employees who work in various roles from administration to operations to field work to project management and design.
  - There will be plenty of opportunities to network with young professionals from across North America, Canada, and other countries, each with their own unique water industry experience, challenges, and perspectives.
  - You'll get to know people who could potentially become future clients, sub-contractors, or consultants on your projects or with your company.





# 2026 Registration Costs

Registration is reduced for both AWWA/WEF members and students.

Not a member? Join [AWWA](#) or [WEF](#) and save now!

Refer to the [YP Summit registration information](#).

Consider staying for the WEF/AWWA [Utility Management Conference \(UMC\)](#), taking place the same week as YP Summit. During this prestigious management conference, you will learn about the latest approaches, practices, processes, techniques, case studies, and research in all aspects of utility management.

Registration Type	Member Super Saver	Non-Member Super Saver
<b>Young Professional</b>		
2026 YP Summit	\$220	\$300
2026 YP Summit + UMC	\$395	\$500
<b>Students</b>		
2026 YP Summit	\$0	\$80
2026 YP Summit + UMC	\$75	\$175

## Expenses Worksheet

Use the worksheet below to develop a cost estimate for attending the YP Summit.

Expense	Cost
Summit Registration	\$ Member Rate
Lodging	\$288 to \$320 per night, inclusive of tax
Mileage Reimbursement	
Flight	
Transportation (Airport to Hotel)	
Transportation (Hotel to Airport)	
Parking Reimbursement	
Food Per Diem	
<b>Total Cost:</b>	\$



Are you a utility YP? Apply for a [scholarship](#) to attend the 2026 YP Summit! The deadline to apply is December 1, 2025.



## Benefit Examples

"I'll make connections with people who could potentially save us time and money in the future."

**UTILITY CONTACTS:** I will find other utilities facing the same problems we face and will develop contacts who can share their knowledge of cost-effective solutions, so that I can learn from their mistakes and benefit from their successes.

**VENDOR CONTACTS:** I will meet vendors who know our processes and how they can be cost-effectively improved, including new technologies that can save us money in the long term.

**SUPPORT CONTACTS:** Government officials and consultants will know which technologies qualify for grant funding and how to obtain it.

**REGULATORY CONTACTS:** Agency reps can help us clarify and understand our regulatory requirements so that we remain current on compliance issues.

"I hope to hear others' viewpoints on these topics to find solutions to our current challenges."

**Issue 1:** Example: regulatory compliance

**Issue 2:** Example: equipment issue

**Issue 3:** Example: customer service challenge

**Issue 4:** Example: workplace or management process improvement

"I'll find ways to do more with what we already have."

I will meet vendors and operators who know our processes well and can give us insight into how we can deliver better performance using current equipment at a lower cost.

"I'll learn about new technologies we should research."

I will see where the industry is heading and the newest innovations that are making operations more cost-effective.

"This will provide opportunities for others to cross-train on my role's responsibilities."

I plan to have \_\_\_\_\_ cover my duties while I am away. I will have this person ready to assume these duties before my departure, will meet with them for a debrief upon my return and will provide counselling/feedback/coaching for this person with written reports for supervisor's use and for their personnel file.

"I'll prepare presentations to share information upon my return."

**SUPERVISOR'S REPORT:** I will prepare and submit a written report to my manager of my findings and of the short-term and long-term action items that result from what I learn at YP Summit.

**STAFF BRIEFINGS:** I will prepare and deliver a staff briefing of my findings so that others may benefit from what I learn.

**TRAINING ASSISTANCE:** I will help others learn how to effectively attend a major summit such as the YP Summit and deliver the maximum benefit to the Utility upon their return.



## SAMPLE LETTER

After you have identified the specific advantages of attending the YP Summit, provide the expenses and benefits to your manager. Below is a sample letter you can use as a template for your request.

< Date >

Dear < supervisor's name >,

I would like to attend the AWWA/WEF Young Professionals (YP) Summit and YP workshops in Charlotte, North Carolina on March 22-24, 2026. The event includes professional development sessions directly applicable to my work and will allow me to network with various water industry experts and colleagues. Many of the presentations are tailored to the <your specialty> profession and provide valuable insights on improving our infrastructure and operational efficiency. With the attached cost estimate, I am seeking your approval for the registration fee, time, and travel.

The water industry faces significant workforce challenges, including a shortage of skilled professionals and an aging workforce. Attending this summit will directly support my development and benefit our organization by:

- Fostering meaningful peer connections that support my career growth and advance the future of the water sector.
- Developing interpersonal and leadership skills specific to the water and wastewater industry.
- Broadening my understanding of the water sector through increased awareness of industry roles, challenges, and opportunities.

This year's program will cover topics that align with several challenges we face, such as <bring up a specific issue>, regulatory compliance, equipment efficiency, and customer service improvements. I will also have the opportunity to engage with a wide variety of hands-on water and wastewater tools and approaches in a team setting to expand practical knowledge and build lasting peer-to-peer support networks.

The opportunity to network and gain knowledge in specific areas of the water industry makes my attendance at the YP Summit a worthwhile investment, yielding rich dividends for <name of your organization>. As you will see in the attached cost estimate, registration rates for young professionals to attend are significantly discounted. I am confident that my participation will not only enhance my own professional development but also contribute directly to advancing <name of your organization> goals as we prepare for the future workforce needs of the water sector.

Sincerely,  
< Your Name >



# City of Mount Vernon, New York

## Staff Report

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

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**File #:** TMP -1960

**Agenda Date:** 2/25/2026

**Agenda #:** 4.

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### City Council:

#### **AN ORDINANCE AUTHORIZING THE RELEASE OF A REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL CONSULTING SERVICES TO PREPARE A COMPREHENSIVE UPDATE TO THE CITY OF MOUNT VERNON ZONING ORDINANCE**

**Whereas**, in correspondence dated February 17, 2026, the Commissioner of the Department of Planning and Community Development formally requested authorization to prepare and release a Request for Proposals (RFP) for professional consulting services to prepare a comprehensive update to the City of Mount Vernon Zoning Ordinance; and

**Whereas**, the City Council of the Mount Vernon recognizes the importance of maintaining a modern, legally defensible, and user-friendly Zoning Ordinance that advances the health, safety, and general welfare of the community; and

**Whereas**, in November 2025, following a multi-year, two-phase planning process that included extensive public engagement, technical analysis, and intergovernmental coordination, the City adopted its first Comprehensive Plan since 1968 (the "Comprehensive Plan"); and

**Whereas**, the Comprehensive Plan establishes a long-term vision for land use, housing, economic development, transportation, sustainability, environmental resilience, and community character, with an emphasis on transit-oriented development, equity, and sustainable growth; and

**Whereas**, implementation of the Comprehensive Plan requires a comprehensive modernization and restructuring of the City's existing Zoning Ordinance to ensure consistency with the adopted vision and contemporary planning standards; and

**Whereas**, the Department of Planning and Community Development has determined that the services of a qualified and experienced professional planning consultant are necessary to assist in preparing a comprehensive update to the Zoning Ordinance; and

**Whereas**, the scope of services will include, but not be limited to, a full diagnostic review of the existing Zoning Ordinance; development of updated zoning districts; preparation of use tables, dimensional standards, design guidelines, and administrative procedures; and completion of technical analyses including buildout studies, redevelopment feasibility assessments, infrastructure capacity evaluations, and land-use scenario modeling; and

**Whereas**, the selected consultant will be responsible for managing and facilitating a robust public and stakeholder engagement process to ensure transparency and meaningful community participation; and

**Whereas**, the consultant shall also prepare and coordinate all required environmental review pursuant to the State Environmental Quality Review Act (SEQRA), including preparation of a Generic Environmental Impact Statement (GEIS), addressing potential impacts on transportation, infrastructure, schools, municipal services, historic resources, and environmental sustainability; and

**Whereas**, funding for such consulting services is available in the adopted 2026 City Budget under Contracted Outside Services Budget Line 8020.405; and

**Whereas**, the City Council desires to authorize the release of a Request for Proposals (RFP) in accordance with the City's procurement policies, including publication through OpenGov and appropriate public notice in The Journal News (LoHud), to ensure compliance with applicable laws and transparency in the procurement process.

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

**Section 1. Authorization to Release Request for Proposals.** The City Council hereby authorizes the Department of Planning and Community Development to prepare and release a Request for Proposals (RFP) for professional consulting services to prepare a comprehensive update to the City of Mount Vernon Zoning Ordinance.

**Section 2. Scope of Services.** The RFP shall solicit proposals from qualified planning consultants to perform, at a minimum, the following services:

1. Conduct a comprehensive diagnostic review of the existing Zoning Ordinance;
2. Draft updated zoning districts, use tables, dimensional standards, design standards, and administrative procedures;
3. Conduct citywide and neighborhood-level analyses, including buildout studies, redevelopment feasibility assessments, infrastructure capacity evaluations, and land-use scenario modeling;
4. Manage and facilitate a comprehensive public and stakeholder engagement process;
5. Prepare and coordinate all required environmental review documentation pursuant to SEQRA, including a Generic Environmental Impact Statement (GEIS); and
6. Provide best-practice guidance to support equitable development, environmental resilience, multimodal transportation access, economic vitality, and long-term growth management.

**Section 3. Procurement Process.** The release of the RFP shall be conducted in accordance with the City's established procurement procedures. The RFP shall be published through OpenGov, and appropriate public notice shall be placed in The Journal News (LoHud) to ensure broad public awareness and compliance with applicable requirements.

**Section 4. Funding.** Funding for the consulting services authorized herein shall be paid

from the Contracted Outside Services Budget Line 8020.405 as adopted in the 2026 City Budget.

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

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



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

February 19, 2026

VIA EMAIL:

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

RE: Request for the City Council to enact legislation to authorize release of a Request For Proposals for consulting services for the preparation of an update to the City of Mount Vernon Zoning Ordinance. For consideration on the agenda for the February 25, 2026, City Council meeting.

Honorable City Council President Thompson and Council Members:

I respectfully submit this letter requesting that the City Council authorize the Department of Planning and Community Development to release a Request for Proposals (RFP) for professional consulting services to prepare a comprehensive update to the City of Mount Vernon Zoning Ordinance.

In November 2025, following a multi-year, two-phase planning process that included extensive public engagement, technical analysis, and intergovernmental coordination, the City adopted its first Comprehensive Plan since 1968. The Comprehensive Plan establishes a long-term vision for land use, housing, economic development, transportation, sustainability, and community character, with a strong emphasis on transit-oriented development, equity, and environmental resilience. Implementation of this vision requires a comprehensive modernization of the City's Zoning Ordinance.

The selected consultant will provide significant technical expertise and planning support necessary to translate the Comprehensive Plan into an updated and legally defensible regulatory framework. This work will include a full diagnostic review of the existing Zoning Ordinance to identify inconsistencies, outdated provisions, and areas requiring clarification or modernization. The consultant will develop updated zoning districts, use tables, dimensional standards, design guidelines, and administrative procedures that support predictable and equitable development. The scope also includes conducting citywide and neighborhood-level analyses such as buildout studies, redevelopment feasibility assessments, infrastructure capacity evaluations, and land use scenario modeling to ensure the zoning framework aligns with growth projections and community goals.

In addition, the consultant will manage and facilitate public and stakeholder engagement process to ensure transparency and meaningful community participation. The firm will be responsible for preparing and coordinating the required environmental review under the State Environmental Quality Review Act (SEQRA), which will include preparation of a Generic Environmental Impact Statement (GEIS) addressing potential impacts on transportation, infrastructure, schools, municipal services, historic resources, and environmental sustainability. The consultant will also provide best practice guidance to support equitable development, environmental resilience, multimodal transportation access, economic vitality, and long-term growth management consistent with contemporary planning standards.





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

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This Request for Proposals is intended to assist the City in selecting a qualified and experienced planning consultant capable of delivering a modern, user-friendly, and legally sound Zoning Ordinance that advances the goals adopted in the Comprehensive Plan.

The Request for Proposals will be released after City Council approval in accordance with the City's established procurement procedures, including publication on Opengov. In addition, appropriate public notice will be placed in The Journal News (LoHud) to ensure broad public awareness and compliance with applicable requirements.

The consultant fees for this work will be paid through the Contracted Outside Services budget line 8020.405 in the adopted 2026 City Budget. A draft of the Zoning Ordinance Request for Proposals is attached for your review and consideration.

Thank you in advance for your attention to this matter. Please feel free to contact me should you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "James Rausse".

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 -1965

**Agenda Date:** 3/3/2026

**Agenda #:** 5.

**Board of Estimate and Contract:**

**A RESOLUTION AUTHORIZING PAYMENT  
FOR N’QUAN STEPHENS, THE CITY CLERK  
TO ATTEND THE 2026 SUMMER IIMC  
MUNICIPAL CLERKS EDUCATION PROGRAM**

**WHEREAS**, the Clerk’s Office of the City of Mount Vernon relies exclusively on the OpenGov Permits & Licensing module for all permit and license applications, processing, and payment collection; and

**WHEREAS**, Ms. N’Quan Stephens, Senior Account Clerk, is an active daily user of the OpenGov system and is recognized as a subject-matter expert in its functionality and administration; and

**WHEREAS**, Ms. Stephens built every OpenGov application currently utilized by the Clerk’s Office and other City departments entirely from the ground up; and

**WHEREAS**, Ms. Stephens is presently partnering with the Recreation Department to design and implement its full suite of applications within the OpenGov platform and is providing hands-on training to departmental staff to ensure successful adoption and long-term usability; and

**WHEREAS**, the 2026 OpenGov Conference for Certification will be held from April 26 through May 1, 2026, and includes specialized certification coursework designed to strengthen technical expertise and platform optimization; and

**WHEREAS**, participation in this training and certification program will enable the City to maximize the full capabilities of the OpenGov platform, supporting streamlined application intake, faster processing times, reduced errors, increased productivity across departments, measurable cost savings, and improved service delivery to residents; and

**WHEREAS**, the total estimated cost for attendance is Three Thousand Fifty Dollars (\$3,050.00), itemized as follows:

- Registration/Tuition: - \$1,000.00
- Transportation (Air/Rail/Auto): \$500.00
- Lodging: - \$1,150.00
- Meals & Incidentals: - \$400.00
- Total: - \$3,050.00

**NOW, THEREFORE, BE IT RESOLVED**

**RESOLVED**, the Board of Estimate and Contract hereby authorizes N’Quan Stephens, Senior Account Clerk, to attend the 2026 OpenGov Conference for Certification from April 26 through May 1, 2026, and **BE IT FURTHER**

**RESOLVED**, the Board of Estimate and Contract hereby approves payment of the registration fee,

transportation, lodging, meals and incidental expenses, and any other authorized related costs, in an amount not to exceed Three Thousand Fifty Dollars (\$3,050.00), subject to applicable City policies and procedures, and **BE IT FURTHER**

**RESOLVED**, all expenditures authorized herein shall be charged to the appropriate budget line item designated for training and professional development, and **BE IT FURTHER**

**RESOLVED**, the Board finds that the certification and advanced training obtained through this conference will directly benefit the City of Mount Vernon by enhancing operational efficiency, interdepartmental collaboration, technological capacity, and service delivery to constituents, and **BE IT FURTHER**

**RESOLVED**, that the Comptroller is hereby authorized and directed to make payment for said expenses from the Austerity Budget Code A1030.402 upon submission of proper documentation and in accordance with applicable purchasing and fiscal procedures; be, and the same is hereby approved.



# City of Mount Vernon

## Travel and Training Request Form

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### Employee Information

- **Employee Name:** N'Quan Stephens
- **Title:** Senior Account Clerk
- **Department:** Office of the City Clerk

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### Travel Details

- **Destination (City/State):** Rosemont, IL
- **Purpose of Travel:** OpenGov Conference
- **Conference / Training / Meeting Name:** Certification
- **Travel Dates (From - To):** April 26 - May 1, 2026

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### Travel Justification (Check all that apply)

Please answer the following questions to support the necessity of this travel request:

- **Is this travel a requirement of your job duties?**
  - Yes  No
- **Is this travel required to maintain a professional license or certification?**
  - Yes  No
  - If yes, specify certification/license: \_\_\_\_\_
- **Is this travel required as a result of an audit finding or corrective action plan?**
  - Yes  No
  - If yes, identify audit or corrective action plan: \_\_\_\_\_
- **Is this travel funded by an external source or sponsorship?**
  - Yes  No
  - If yes, identify funding source: \_\_\_\_\_
- **Additional Justification (if applicable):**  
SEE ATTACHED

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Estimated Travel Costs

- **Registration / Tuition:** \$ 1000
- **Transportation (Air/Rail/Auto):** \$ 500
- **Lodging:** \$ 1150
- **Meals & Incidentals:** \$ 400
- **Other (Specify):** \$ \_\_\_\_\_

**Total Estimated Cost:** \$ 3050

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Approvals

Employee Signature: M. Juan Stephens Date: 1/15/26

Department Head Approval: M. Cole Bonilla Date: 1/15/26

Finance / Comptroller Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Mayor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Council President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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Submission of this form does not constitute approval. Travel may not be booked until all required approvals are obtained.



**OFFICE OF THE CITY CLERK**  
ONE ROOSEVELT SQUARE NORTH  
MOUNT VERNON, NEW YORK 10550  
(914) 668-2348 \* [WWW.CMVNY.COM](http://WWW.CMVNY.COM)

**NICOLE BONILLA, MBA**  
City Clerk

**JORDAN RIULLANO, JD**  
Deputy City Clerk

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January 21, 2026

**Subject: Request for N'Quan Stephens, Senior Account Clerk to Attend the OpenGov Conference for Certification April 26-May 1, 2026**

The Clerk's Office relies exclusively on OpenGov for all permit and license applications, processing, and payment collection through the OpenGov Permits & Licensing module. Ms. Stephens is not only an active daily user of the system but also a recognized subject-matter expert, making her exceptionally well qualified to participate in the OpenGov certification course offered during the conference.

Ms. Stephens built every OpenGov application used by the Clerks office and other departments entirely from the ground up. She is currently partnering directly with the Recreation Department to design and implement their full suite of applications within OpenGov, while also providing hands-on training to departmental staff to ensure successful adoption and long-term usability.

Participation in this training and certification course will further strengthen Ms. Stephens' technical expertise and enable the city to maximize the full capabilities of the OpenGov platform. This investment will directly support streamlined application intake, faster processing times, reduced errors, and increased productivity across multiple departments. Ultimately, it will result in measurable cost savings for the city and a significantly improved, more efficient experience for our constituents.

Sincerely,

Nicole Bonilla, MBA  
City Clerk

**A RESOLUTION AUTHORIZING PAYMENT  
FOR N’QUAN STEPHENS, THE CITY CLERK  
TO ATTEND THE 2026 SUMMER IIMC  
MUNICIPAL CLERKS EDUCATION PROGRAM**

**WHEREAS**, the Clerk’s Office of the City of Mount Vernon relies exclusively on the OpenGov Permits & Licensing module for all permit and license applications, processing, and payment collection; and

**WHEREAS**, Ms. N’Quan Stephens, Senior Account Clerk, is an active daily user of the OpenGov system and is recognized as a subject-matter expert in its functionality and administration; and

**WHEREAS**, Ms. Stephens built every OpenGov application currently utilized by the Clerk’s Office and other City departments entirely from the ground up; and

**WHEREAS**, Ms. Stephens is presently partnering with the Recreation Department to design and implement its full suite of applications within the OpenGov platform and is providing hands-on training to departmental staff to ensure successful adoption and long-term usability; and

**WHEREAS**, the 2026 OpenGov Conference for Certification will be held from April 26 through May 1, 2026, and includes specialized certification coursework designed to strengthen technical expertise and platform optimization; and

**WHEREAS**, participation in this training and certification program will enable the City to maximize the full capabilities of the OpenGov platform, supporting streamlined application intake, faster processing times, reduced errors, increased productivity across departments, measurable cost savings, and improved service delivery to residents; and

**WHEREAS**, the total estimated cost for attendance is Three Thousand Fifty Dollars (\$3,050.00), itemized as follows:

- Registration/Tuition: - \$1,000.00
- Transportation (Air/Rail/Auto): \$500.00
- Lodging: - \$1,150.00
- Meals & Incidentals: - \$400.00
- Total: - \$3,050.00

**NOW, THEREFORE, BE IT RESOLVED**

**RESOLVED**, the Board of Estimate and Contract hereby authorizes N’Quan Stephens, Senior Account Clerk, to attend the 2026 OpenGov Conference for Certification from April 26 through May 1, 2026, and **BE IT FURTHER**

**RESOLVED**, the Board of Estimate and Contract hereby approves payment of the registration fee, transportation, lodging, meals and incidental expenses, and any other authorized related costs, in an amount not to exceed Three Thousand Fifty Dollars (\$3,050.00), subject to applicable City policies and procedures, and **BE IT FURTHER**

**RESOLVED**, all expenditures authorized herein shall be charged to the appropriate budget line item designated for training and professional development, and **BE IT FURTHER**

**RESOLVED**, the Board finds that the certification and advanced training obtained through this conference will directly benefit the City of Mount Vernon by enhancing operational efficiency, interdepartmental collaboration, technological capacity, and service delivery to constituents, and **BE IT FURTHER**

**RESOLVED**, that the Comptroller is hereby authorized and directed to make payment for said expenses from the Austerity Budget Code A1030.402 upon submission of proper documentation and in accordance with applicable purchasing and fiscal procedures; be, and the same is hereby approved.



# City of Mount Vernon

## Travel and Training Request Form

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### Employee Information

- **Employee Name:** Nicole Bonilla
  - **Title:** City Clerk
  - **Department:** Office of the City Clerk
- 

### Travel Details

- **Destination (City/State):** Saratoga Springs, NY
  - **Purpose of Travel:** Training School for City & Village Officials
  - **Conference / Training / Meeting Name:** NYCOM
  - **Travel Dates (From – To):** Sept 13-18, 2026
- 

### Travel Justification (Check all that apply)

Please answer the following questions to support the necessity of this travel request:

- **Is this travel a requirement of your job duties?**
  - Yes  No
- **Is this travel required to maintain a professional license or certification?**
  - Yes  No
  - If yes, specify certification/license: Registered Municipal Clerk (RMC)
- **Is this travel required as a result of an audit finding or corrective action plan?**
  - Yes  No
  - If yes, identify audit or corrective action plan: \_\_\_\_\_
- **Is this travel funded by an external source or sponsorship?**
  - Yes  No
  - If yes, identify funding source: \_\_\_\_\_
- **Additional Justification (if applicable):**  
SEE ATTACHED

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Estimated Travel Costs

- Registration / Tuition: \$ 600
- Transportation (Air/Rail/Auto): \$ 400
- Lodging: \$ 1000
- Meals & Incidentals: \$ 300
- Other (Specify): \$

Total Estimated Cost: \$ 2300

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Approvals

Employee Signature: Nicole Bonilla Date: 1/13/26

Department Head Approval: Nicole Bonilla Date: 1/13/26

Finance / Comptroller Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Mayor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Council President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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Submission of this form does not constitute approval. Travel may not be booked until all required approvals are obtained.



# City of Mount Vernon

## Travel and Training Request Form

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### Employee Information

- **Employee Name:** Kimberly Joshua
- **Title:** Executive Administrative Assistant
- **Department:** Office of the City Clerk

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### Travel Details

- **Destination (City/State):** Saratoga Springs, NY
- **Purpose of Travel:** Training School for City & Village Officials
- **Conference / Training / Meeting Name:** NYCOM
- **Travel Dates (From – To):** Sept 13-18, 2026

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### Travel Justification (Check all that apply)

Please answer the following questions to support the necessity of this travel request:

- **Is this travel a requirement of your job duties?**
  - Yes  No
- **Is this travel required to maintain a professional license or certification?**
  - Yes  No
  - If yes, specify certification/license: \_\_\_\_\_
- **Is this travel required as a result of an audit finding or corrective action plan?**
  - Yes  No
  - If yes, identify audit or corrective action plan: \_\_\_\_\_
- **Is this travel funded by an external source or sponsorship?**
  - Yes  No
  - If yes, identify funding source: \_\_\_\_\_
- **Additional Justification (if applicable):**  
SEE ATTACHED

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Estimated Travel Costs

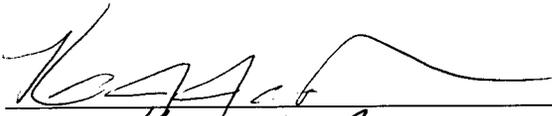
- Registration / Tuition: \$ 600
- Transportation (Air/Rail/Auto): \$ 0
- Lodging: \$ 1000
- Meals & Incidentals: \$ 300
- Other (Specify): \$ \_\_\_\_\_

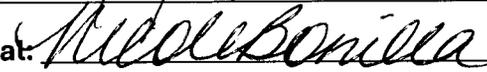
Total Estimated Cost: \$ 2000

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Approvals

Employee Signature:  Date: 1/13/2016

Department Head Approval:  Date: 1/13/2016

Finance / Comptroller Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Mayor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Council President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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ONE ROOSEVELT SQUARE NORTH  
MOUNT VERNON, NEW YORK 10550  
(914) 668-2348 \* [WWW.CMVNY.COM](http://WWW.CMVNY.COM)

**NICOLE BONILLA, MBA**  
City Clerk

**JORDAN RIULLANO, JD**  
Deputy City Clerk

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January 13, 2026

Subject: Request for Approval to Attend NYCOM Fall Training School –  
September 13-18, 2026

I respectfully request approval from the Board of Estimate and Contract for myself and Executive Assistant Kimberly Joshua to attend the New York Conference of Mayors (NYCOM) Fall Training School in Lake Placid, New York, from September 13 through September 18, 2026.

The NYCOM Fall Training School, conducted in collaboration with the Office of the State Comptroller, the New York State Society of Municipal Finance Officers, and the New York State Association of City and Village Clerks, is one of the most comprehensive and authoritative training programs available to municipal officials and staff in New York State. With more than sixty instructional sessions, the conference provides critical, up-to-date guidance on local government operations while offering direct access to state experts and experienced municipal practitioners.

The conference agenda includes numerous concurrent sessions that directly align with the statutory responsibilities of the Office of the City Clerk and support the City Council's ongoing initiatives. Key topic areas include Open Meetings Law compliance, records management and retention requirements, vital records administration, special event permitting, clerks' legal responsibilities, and the drafting and implementation of local laws. These subject areas are essential to ensuring the City remains compliant with current municipal laws, procedures, and regulations while minimizing legal risk and improving operational efficiency.

Our attendance at last year's NYCOM Fall Training School delivered measurable value to the city. The training provided timely updates on legislative and regulatory changes, clarified best practices issued by the Office of the State Comptroller, and offered practical solutions that have since been incorporated into daily operations within the Clerk's Office. The opportunity to engage directly with state officials, add a resource in NYCOM's legal team, and network with peer municipalities strengthened our ability to address complex procedural questions,



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**NICOLE BONILLA, MBA**  
City Clerk

**JORDAN RIULLANO, JD**  
Deputy City Clerk

---

improve internal processes, and respond more effectively to both the public and City departments.

Continued participation in this year's training is particularly important given the ongoing changes to municipal laws and administrative requirements. Regular attendance ensures that the Clerk's Office remains informed, proactive, and fully compliant, rather than reactive to new mandates. The knowledge gained directly supports accurate recordkeeping, transparent governance, and sound legislative administration, all of which are core functions of the City Clerk's Office.

Mrs. Joshua's attendance is a strategic and cost-effective component of this request. By dividing sessions, we can cover a broader range of subject matter and ensure no critical training opportunities are missed due to scheduling conflicts. Mrs. Joshua will attend sessions aligned with her duties, including local law and administrative training, and will assist with detailed notetaking, follow-up coordination, and the internal dissemination of information upon our return. This collaborative approach maximizes the return on investment and ensures the city benefits from comprehensive coverage of the conference offerings.

Approval of this request will support continued professional development, strengthen compliance with evolving municipal requirements, and help ensure that the City Clerk's Office continues to operate efficiently, accurately, and in accordance with best practices. I respectfully ask for the Board's favorable consideration of this request.

Sincerely,

Nicole Bonilla, MBA  
City Clerk

**A RESOLUTION AUTHORIZING PAYMENT  
FOR ATTENDANCE AT THE 2026 NYCOM  
FALL TRAINING SCHOOL**

**WHEREAS**, the New York Conference of Mayors (NYCOM), in collaboration with the Office of the New York State Comptroller, the New York State Society of Municipal Finance Officers, and the New York State Association of City and Village Clerks, conducts the annual NYCOM Fall Training School for municipal officials and staff throughout New York State; and

**WHEREAS**, the 2026 NYCOM Fall Training School will be held in Lake Placid from September 13 through September 18, 2026; and

**WHEREAS**, the NYCOM Fall Training School is recognized as one of the most comprehensive and authoritative municipal training programs in New York State, offering more than sixty instructional sessions providing critical and up-to-date guidance on local government operations; and

**WHEREAS**, the conference agenda includes instructional sessions directly aligned with the statutory responsibilities of the Office of the City Clerk, including but not limited to Open Meetings Law compliance, records management and retention requirements, vital records administration, special event permitting, clerks' legal responsibilities, and the drafting and implementation of local laws; and

**WHEREAS**, attendance at prior NYCOM Fall Training Schools has provided measurable value to the City of Mount Vernon through timely legislative and regulatory updates, clarification of best practices, enhanced operational efficiency, and strengthened professional networks with state officials and peer municipalities; and

**WHEREAS**, continued participation in the 2026 training program will ensure that the Office of the City Clerk remains informed, proactive, and compliant with evolving municipal laws and administrative requirements, thereby minimizing legal risk and supporting transparent and effective governance; and

**WHEREAS**, it is recommended that City Clerk Nicole Bonilla and Executive Assistant Kimberly Joshua attend the 2026 NYCOM Fall Training School in order to maximize session coverage, divide concurrent instructional tracks, and ensure comprehensive dissemination of information and best practices upon return; and

**WHEREAS**, the estimated travel and related expenses for Nicole Bonilla are as follows:

- Registration/Tuition: \$600
  - Transportation (Air/Rail/Auto): \$400
  - Lodging: \$1,000
  - Meals & Incidentals: \$300
- Total Estimated Cost: \$2,300; and**

**WHEREAS**, the estimated travel and related expenses for Kimberly Joshua are as follows:

- Registration/Tuition: \$600
  - Transportation (Air/Rail/Auto): \$-0-
  - Lodging: \$1,000
  - Meals & Incidentals: \$300
- Total Estimated Cost: \$2,000; and**

**WHEREAS**, funds for said expenditures are to be charged to the appropriate budget lines designated for professional development and travel within the Office of the City Clerk; NOW, THEREFORE, BE IT

**RESOLVED**, that the Board of Estimate and Contract of the City of Mount Vernon hereby authorizes City Clerk Nicole Bonilla and Executive Assistant Kimberly Joshua to attend the 2026 NYCOM Fall Training School in Lake Placid, New York, from September 13 through September 18, 2026; and BE IT FURTHER

**RESOLVED**, that the total estimated cost of attendance in an amount not to exceed \$4,300.00 is hereby approved, subject to audit and approval of vouchers by the Comptroller; and BE IT FURTHER

**RESOLVED**, that the Comptroller is hereby authorized and directed to make payment for said expenses from the Austerity Budget Code A1030.402 upon submission of proper documentation and in accordance with applicable purchasing and fiscal procedures; be, and the same is hereby approved.



# City of Mount Vernon

## Travel and Training Request Form

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### Employee Information

- **Employee Name:** Nicole Bonilla
- **Title:** City Clerk
- **Department:** Office of the City Clerk

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### Travel Details

- **Destination (City/State):** Latham, New York
- **Purpose of Travel:** Municipal Clerk Education Program
- **Conference / Training / Meeting Name:** CMC Summer Program
- **Travel Dates (From – To):** July 13-16, 2026

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### Travel Justification (Check all that apply)

Please answer the following questions to support the necessity of this travel request:

- **Is this travel a requirement of your job duties?**  
 Yes  No
- **Is this travel required to maintain a professional license or certification?**  
 Yes  No  
 If yes, specify certification/license: Certified Municipal Clerk (CMC)
- **Is this travel required as a result of an audit finding or corrective action plan?**  
 Yes  No  
 If yes, identify audit or corrective action plan: \_\_\_\_\_
- **Is this travel funded by an external source or sponsorship?**  
 Yes  No  
 If yes, identify funding source: \$400 IIMC Scholarship
- **Additional Justification (if applicable):**  
SEE ATTACHED

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Estimated Travel Costs

- Registration / Tuition: \$ 500
- Transportation (Air/Rail/Auto): \$ 250
- Lodging: \$ 700
- Meals & Incidentals: \$ 0
- Other (Specify): \$ \_\_\_\_\_

Total Estimated Cost: \$ 1450

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Approvals

Employee Signature: Michele Benilla Date: 1/13/26  
Department Head Approval: Michele Benilla Date: 1/13/26  
Finance / Comptroller Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Council President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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Submission of this form does not constitute approval. Travel may not be booked until all required approvals are obtained.



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**NICOLE BONILLA, MBA**  
City Clerk

**JORDAN RIULLANO, JD**  
Deputy City Clerk

---

January 13, 2026

**Subject: Request for Approval to Attend 2026 Summer IIMC Municipal Clerks Education Program**

This letter is to respectfully request that the Board of Estimate and Contract approve my request, granting permission for me to attend the 2026 Summer IIMC (International Institute of Municipal Clerks) Municipal Clerks Education Program, to be held during the summer of 2026 in Latham, New York.

The cost of attendance for the program is \$500.00, which includes forty (40) hours of classroom instruction, all meals, a banquet, course materials, and completion certificates that apply toward the Certified Municipal Clerk (CMC) designation. Lodging for four (4) nights totals is estimated to be between \$600-\$700. I will be using my own vehicle and requesting travel reimbursement.

I am pleased to share that I have been awarded a scholarship toward the Summer Municipal Clerks Education Program for \$400.00. New York State Association of City and Village Clerks (NYSACVC) also has an available scholarship for returning Clerks, to which I will be applying.

This training program provides substantial professional benefits to both the city and my role as the City Clerk and the Records Management Officer (RMO). The curriculum emphasizes leadership development, statutory updates, records management, ethics, and best practices aligned with the evolving demands of municipal government. In addition to classroom instruction, the program offers valuable networking opportunities with municipal clerks and local government professionals from across New York State and beyond, allowing for the exchange of ideas, solutions, and proven administrative practices.



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**NICOLE BONILLA, MBA**  
City Clerk

**JORDAN RIULLANO, JD**  
Deputy City Clerk

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Participation in this program directly supports continued professional development, enhances operational efficiency, and strengthens compliance with state and local requirements, all of which benefit the city and the residents we serve.

I sincerely appreciate the Board's continued support of professional education and training.

Respectfully submitted,

Nicole Bonilla, MBA  
City Clerk

## IIMC Foundation 2026 Scholarship Awarded

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**From** Colleen Nicol <nicol.colleen@yahoo.com>  
**Date** Thu 12/11/2025 2:39 PM  
**To** Bonilla, Nicole <nbonilla@mountvernonny.gov>

You don't often get email from nicol.colleen@yahoo.com. [Learn why this is important](#)

Congratulations, Nicole!

On behalf of President Buster Brown, I'm happy to announce that you have been awarded a \$400 scholarship for attendance at an IIMC Institute or Academy during calendar year 2026. Your specific scholarship is funded by the Business Records Corporation Education Fund.

This scholarship program has been designed to assist with the costs of attending an IIMC approved in-person or virtual Institute or Academy program for those working toward IIMC's professional designations. Don't know where to find your local Institute or Academy? [Find the program information here.](#)

### **This year the IIMC Foundation was able to fund all 41 applications!**

After completing an eligible program, submit your request for reimbursement here: <https://airtable.com/appCKORJFZfc8acpR/shrVAV2TD6rmk7ITZ>

If you need any additional information regarding this scholarship, please contact me.

Again, congratulations and Happy Holidays!

Colleen J. Nicol, MMC  
IIMC Foundation Treasurer  
951-990-6648

**A RESOLUTION AUTHORIZING PAYMENT  
FOR THE CITY CLERK TO ATTEND THE  
2026 SUMMER IIMC MUNICIPAL CLERKS  
EDUCATION PROGRAM**

**WHEREAS**, the City Clerk of the City of Mount Vernon also serves as the Records Management Officer (RMO) and is responsible for maintaining official records, ensuring statutory compliance, and supporting the legislative and administrative functions of municipal government; and

**WHEREAS**, continuing education and professional development are essential to maintaining best practices, operational efficiency, and compliance with state and local requirements; and

**WHEREAS**, the 2026 Summer IIMC Municipal Clerks Education Program, sponsored by the International Institute of Municipal Clerks, will be held from July 13 through July 16, 2026, in Latham; and

**WHEREAS**, the program provides forty (40) hours of classroom instruction, including leadership development, statutory updates, records management, ethics, and best practices aligned with the evolving demands of municipal government, and such coursework applies toward the Certified Municipal Clerk (CMC) designation; and

**WHEREAS**, the cost of registration for the program is Five Hundred Dollars (\$500.00), which includes instruction, meals, banquet, course materials, and completion certificates; and

**WHEREAS**, estimated travel expenses are as follows:

- Registration/Tuition: \$500.00
- Transportation (Air/Rail/Auto): \$250.00
- Lodging: \$700.00
- Meals & Incidentals: \$0.00

for a total estimated cost of One Thousand Four Hundred Fifty Dollars (\$1,450.00); and

**WHEREAS**, a scholarship in the amount of Four Hundred Dollars (\$400.00) has been awarded toward the cost of the program, and application will be made for additional scholarship assistance through the New York State Association of City and Village Clerks; and

**WHEREAS**, participation in this program directly supports continued professional development, enhances operational efficiency, strengthens compliance with applicable laws, and benefits the City of Mount Vernon and its residents; **NOW, THEREFORE, BE IT**

**RESOLVED**, the Board of Estimate and Contract hereby authorizes the City Clerk to attend the 2026 Summer IIMC Municipal Clerks Education Program from July 13 through July 16, 2026, in Latham, New York; and **BE IT FURTHER**

**RESOLVED**, the Board hereby approves payment of registration, transportation, lodging, and any related travel expenses in an amount not to exceed One Thousand Four Hundred Fifty Dollars (\$1,450.00), in accordance with applicable City policies and procedures; and **BE IT FURTHER**

**RESOLVED**, any scholarship funds received shall be applied toward the total cost of attendance, thereby reducing the City's net financial obligation; and **BE IT FURTHER**

**RESOLVED**, all expenditures authorized herein shall be charged to the appropriate budget line item designated for training and professional development; and **BE IT FURTHER**

**RESOLVED**, the Board finds that attendance at this program will strengthen administrative leadership, improve records management practices, and enhance service delivery to the City of Mount Vernon's residents; and **BE IT FURTHER**

**RESOLVED**, that the Comptroller is hereby authorized and directed to make payment for said expenses from the Austerity Budget Code A1030.402 upon submission of proper documentation and in accordance with applicable purchasing and fiscal procedures; be, and the same is hereby approved.



**CITY OF MOUNT VERNON, NY**  
**DEPARTMENT OF BUILDINGS**

**SHAWYN PATTERSON-HOWARD**  
Mayor

City Hall – One Roosevelt Square, Room 210  
Mount Vernon, NY 10550  
(914) 665-2483 Fax (914) 465-2988

**Patrick G. Holder, R.A.**  
Commissioner

February 10, 2026

The Honorable City Council of the City of Mount Vernon  
City Hall  
1 Roosevelt Square  
Mount Vernon, New York 10550

*THROUGH THE OFFICE OF THE MAYOR*

**Re: Legislation for attending the 2026 Laserfiche Empower Conference**

Dear Honorable City Council Members:

The purpose of this letter is to respectfully request that the City Council enact legislation which will allow Commissioner Patrick Holder to attend the 2026 Laserfiche Empower Conference in Las Vegas, Nevada from April 27<sup>th</sup>-April 30<sup>th</sup>, 2026.

The cost of registration, at a value of \$1,300, will be covered by ICC for one individual from the City of Mount Vernon. The City would only be responsible for travel and hotel costs. Hotel registration includes a nightly rate of \$255.11 at Mandalay Bay, including taxes and fees. For the duration of four nights, the estimated hotel cost is \$1,020.44, airfare is between \$400 and \$500. Given the importance of both the Laserfiche and Open Gov projects, this is a reasonable total cost.

Thank you for considering this request. Attending this conference will help build departmental knowledge and support the success of this important digitization effort for the City of Mount Vernon.

Empower 2026 offers three days of advanced technical training, comprehensive classes, and targeted sessions designed specifically for manager-level personnel overseeing Laserfiche implementations. Attending will allow me to strengthen my technical and operational knowledge so that we can maximize system functionality, streamline workflows, and help staff work more efficiently. The knowledge gained will be shared with my team to support consistent and effective system use across the department.

In addition, the conference provides valuable networking opportunities with municipalities currently using Laserfiche or preparing for implementation. This will allow us to learn best practices, avoid common pitfalls, and gain insight from peer agencies that have successfully navigated similar transitions.

Respectfully Submitted,

Patrick G. Holder  
Commissioner of Buildings

cc: Mayor, Corporation Counsel, City Clerk, The Comptroller

“The Jewel of Westchester”





# City of Mount Vernon

## Travel and Training Request Form

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### Employee Information

- **Employee Name:** Patrick G. Holder
  - **Title:** Commissioner of Buildings
  - **Department:** Buildings Department
- 

### Travel Details

- **Destination (City/State):** Las Vegas, Nevada
  - **Purpose of Travel:** Conference
  - **Conference / Training / Meeting Name:** Laserfiche Empower 2026
  - **Travel Dates (From – To):** April 27th-April 30th, 2026
- 

### Travel Justification (Check all that apply)

Please answer the following questions to support the necessity of this travel request:

- **Is this travel a requirement of your job duties?**
    - Yes  No
  - **Is this travel required to maintain a professional license or certification?**
    - Yes  No
    - If yes, specify certification/license: \_\_\_\_\_
  - **Is this travel required as a result of an audit finding or corrective action plan?**
    - Yes  No
    - If yes, identify audit or corrective action plan: \_\_\_\_\_
  - **Is this travel funded by an external source or sponsorship?**
    - Yes  No
    - If yes, identify funding source: Partial Funded (ICC -\$1,300)
  - **Additional Justification (if applicable):**  
Registration valued at \$1,300
-

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Estimated Travel Costs

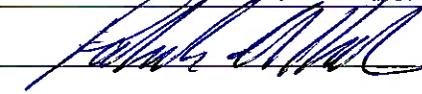
- **Registration / Tuition:** \$ Funded by ICC (\$1,300 value)
- **Transportation (Air/Rail/Auto):** \$ 241
- **Lodging:** \$ 1,020.44
- **Meals & Incidentals:** \$ 400
- **Other (Specify):** \$ \_\_\_\_\_

**Total Estimated Cost:** \$ 1,720.44

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Approvals

**Employee Signature:**  **Date:** 2/13/26

**Department Head Approval:**  **Date:** 2/13/26

**Finance / Comptroller Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mayor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Council President Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Submission of this form does not constitute approval. Travel may not be booked until all required approvals are obtained.

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## Empower 2026

### Monday, April 27

	Staff Arrivals – <b>Breakfast is on own</b>
9:00 a.m. - 6:00 p.m.	Registration
12:00 p.m. - 6:00 p.m.	Info Center
11:00 a.m. – 12:30 p.m.	<b>Lunch will be provided for staff only (not event attendees)</b>

### Tuesday, April 28

7:00 a.m. - 8:30 a.m.	<b>Breakfast Provided</b>
8:30 a.m. - 5:30 p.m.	Registration
9:00 a.m. - 10:00 a.m.	General Session
10:00 a.m. - 5:30 p.m.	Info Center
10:15 a.m. - 12:30 p.m.	Sessions
12:30 - 2:00 p.m.	<b>Lunch Provided</b>
2:00 p.m. - 5:30 p.m.	Sessions
8:00 p.m. - 10:30 p.m.	Reception at Mandalay Beach – <b>Dinner Provided</b>

### Wednesday, April 29

7:00 a.m. - 8:30 a.m.	<b>Breakfast Provided</b>
8:30 a.m. - 5:30 p.m.	Registration & Info Center
9:00 a.m. – 12:30 p.m.	Sessions
12:30 - 2:00 p.m.	<b>Lunch Provided</b>
2:00 p.m. - 5:30 p.m.	Sessions

### Thursday, April 30

7:00 a.m. - 8:30 a.m.	<b>Breakfast Provided</b>
8:30 a.m. - 12:30 p.m.	Registration & Info Center
9:00 a.m. - 12:30 p.m.	Sessions
12:30 p.m. – 2:00 p.m.	<b>Lunch will be provided for staff only (not event attendees)</b>

*\*Agenda subject to change*



**A RESOLUTION AUTHORIZING PAYMENT  
FOR ATTENDANCE AT THE 2026 NYCOM  
FALL TRAINING SCHOOL**

**WHEREAS**, the City of Mount Vernon is engaged in ongoing digital modernization initiatives, including the implementation and optimization of document management and workflow systems; and

**WHEREAS**, the 2026 Empower Conference, hosted by Laserfiche, will be held from April 27 through April 30, 2026, in Las Vegas; and

**WHEREAS**, Empower 2026 offers three (3) days of advanced technical training, comprehensive coursework, and targeted sessions specifically designed for manager-level personnel overseeing Laserfiche implementations; and

**WHEREAS**, Commissioner Patrick Holder plays a key leadership role in the City's digitization initiatives, including the Laserfiche and OpenGov projects, and his participation will strengthen technical and operational knowledge to maximize system functionality, streamline workflows, and improve staff efficiency; and

**WHEREAS**, attendance at the conference will also provide valuable networking opportunities with municipalities currently utilizing Laserfiche or preparing for implementation, allowing the City to learn best practices, avoid common pitfalls, and gain insight from peer agencies that have successfully navigated similar transitions; and

**WHEREAS**, the conference registration fee in the amount of One Thousand Three Hundred Dollars (\$1,300.00) will be covered by ICC for one (1) individual from the City of Mount Vernon; and

**WHEREAS**, the City will be responsible only for travel and lodging expenses, with hotel accommodations at Mandalay Bay Resort and Casino at a nightly rate of Two Hundred Fifty-Five Dollars and Eleven Cents (\$255.11), inclusive of taxes and fees, totaling approximately One Thousand Twenty Dollars and Forty-Four Cents (\$1,020.44) for four (4) nights; and

**WHEREAS**, airfare is estimated to cost between Four Hundred Dollars (\$400.00) and Five Hundred Dollars (\$500.00); and

**WHEREAS**, the total estimated cost to the City is reasonable and justified given the importance of the City's digitization efforts; **NOW, THEREFORE, BE IT**

**RESOLVED**, the City Council of the City of Mount Vernon hereby authorizes Commissioner Patrick Holder to attend the 2026 Laserfiche Empower Conference from April 27 through April 30, 2026, in Las Vegas, Nevada; and **BE IT FURTHER**

**REOLVED**, the City Council hereby approves payment of travel and lodging expenses associated with attendance at said conference, including airfare estimated between Four Hundred Dollars (\$400.00) and Five Hundred Dollars (\$500.00), and hotel accommodations estimated at One Thousand Twenty Dollars and Forty-Four Cents (\$1,020.44), in accordance with applicable City procurement and travel policies; and **BE IT FURTHER**

**RESOLVED**, all expenditures authorized herein shall be charged to the appropriate departmental budget line designated for training and professional development; and **BE IT FURTHER**

**RESOLVED**, the City Council finds that attendance at this conference will directly benefit the City of Mount Vernon by enhancing departmental knowledge, supporting successful system implementation, improving workflow efficiency, and strengthening long-term digital records management practices; and **BE IT FURTHER**

**RESOLVED**, that the Comptroller is hereby authorized and directed to make payment for said expenses from the Austerity Budget Code A1030.402 upon submission of proper documentation and in accordance with applicable purchasing and fiscal procedures; be, and the same is hereby approved.



CITY OF MOUNT VERNON, N.Y.  
[DEPARTMENT NAME]

SHAWYN PATTERSON-HOWARD  
Mayor

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

DAMANI L. BUSH  
Commissioner

ROBERT L. HACKETT  
Deputy Commissioner

JOHN NUCULOVIC  
Deputy Commissioner

February 4, 2026

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

Re: "Emergency Repairs to the Roofing at the Police Department and Courts"

Contractor - Nuvista Designs General Contractors LLC  
Final Payment - \$178,250.00  
Funding Source - Bond Anticipated Note (BAN)

Dear City Council Members:

I, Damani Bush, Commissioner of Public Works of the City of Mount Vernon, do hereby state that the work issued below, under the contract between the City of Mount Vernon and Nuvista Designs General Contractors LLC., regarding captioned subject has agreed to be performed in the manner as directed by the terms of the contract.

Therefore, the Contractor, Nuvista Designs General Contractors LLC is entitled to Partial Payment #4 in the amount of \$178,250.00. Funds to pay for this are available under the **Bond Anticipation Note (BAN) Budget Code H1620.203 C952.**

TOTAL CONTRACT -----	\$ 620,000.00
CONTRACT SUM TO DATE -----	\$ 620,000.00
TOTAL COMPLETED -----	\$ 620,000.00
LESS 5% RETAINAGE -----	\$ 0.00
TOTAL EARNED LESS RETAINAGE -----	\$ 620,000.00
LESS PREVIOUS CERTIFICATES FOR PAYMENT ----	\$ 441,750.00
FINAL PAYMENT #4 DUE CONTRACTOR -----	\$ 178,250.00

Respectfully,

Damani Bush  
Commissioner of Public Works

Cc: Comptroller Law Dept. Engineering Bureau Contract File

"The Jewel of Westchester"

**A RESOLUTION AUTHORIZING PARTIAL  
PAYMENT NO. 4 TO NUVISTA DESIGNS GENERAL  
CONTRACTORS LLC FOR EMERGENCY ROOF  
REPAIRS AT THE POLICE DEPARTMENT AND COURTS**

**WHEREAS**, by letter dated February 4, 2026, the Commissioner of the Department of Public Works certified that the work performed under the contract between the City of Mount Vernon (the “City”) and Nuvista Designs General Contractors LLC (the “Contractor”) for *Emergency Repairs to the Roofing at the Police Department and Courts* has been completed in a good and substantial manner; and

**WHEREAS**, pursuant to the terms of said contract, the Contractor is entitled to receive Partial Payment No. 4 in the amount of One Hundred Seventy-Eight Thousand Two Hundred Fifty Dollars (\$178,250.00); **NOW, THEREFORE, BE IT**

**RESOLVED**, that the City Comptroller is hereby authorized and directed to process Partial Payment No. 4 in the amount of \$178,250.00 to Nuvista Designs General Contractors LLC, as certified by the Commissioner of the Department of Public Works; and **BE IT FURTHER**

**RESOLVED**, that the payment draft shall be delivered to the Corporation Counsel, who shall disburse the payment to the Contractor upon receipt of proof that there are no liens against the project, and upon submission of all required documentation by the Contractor; and **BE IT FURTHER**

**RESOLVED**, that funds for Partial Payment No. 4, in the amount of \$178,250.00, are available under Bond Anticipation Note (BAN) Budget Code H1620.203 C952.



# City of Mount Vernon, New York

## Staff Report

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

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**File #:** TMP -1964

**Agenda Date:** 3/3/2026

**Agenda #:** 10.

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### Board of Estimate and Contract:

#### **A RESOLUTION AUTHORIZING PARTIAL PAYMENT NO. 4 TO INSITUFORM TECHNOLOGIES LLC FOR YEAR TWO OF SEWER CLEANING & INSPECTION PROJECT**

**WHEREAS**, by letter dated February 17, 2026, the Commissioner of the Department of Public Works has certified that Insituform Technologies LLC (the “Contractor”) has agreed to satisfactorily perform the Sewer Cleaning and Inspection Project for Year Two in accordance with the contract between the Contractor and the City of Mount Vernon (the “City”); and

**WHEREAS**, pursuant to the terms of said contract, the Contractor is entitled to receive Partial Payment No. 4 in the amount of One Hundred Sixty-One Thousand Two Hundred Dollars and Fifty-Three Cents (\$161,200.53); **NOW, THEREFORE, BE IT**

**RESOLVED**, that the City Comptroller is hereby authorized and directed to process Partial Payment No. 4 in the amount of \$161,200.53 to Insituform Technologies LLC, as certified by the Commissioner of the Department of Public Works; and be it further

**RESOLVED**, that the payment draft shall be forwarded to the Corporation Counsel, who shall release the payment to the Contractor upon receipt of satisfactory proof that there are no liens filed against the project and that the Contractor has properly submitted all required documentation; and be it further

**RESOLVED**, that funds for Partial Payment No. 4, in the amount of \$161,200.53, are available through the Housing and Urban Development (HUD) Community Project Funding Grant under Budget Codes H8120.203 C936 and H8120.203 C945.



CITY OF MOUNT VERNON, N.Y.  
[DEPARTMENT NAME]

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

February 17, 2026

Honorable Board of Estimate and Contract  
Of the City of Mount Vernon  
City Hall, Mount Vernon, New York 10550  
(Through the Office of the Mayor)

Re: **"Year Two Sewer Cleaning & Inspection Project"**

Contractor - Insituform Technologies LLC  
Partial Payment #4 - **\$161,200.53**  
Funding Source - HUD Community Project Funding Grant

Dear Board Members:

I, Damani Bush, Commissioner of Public Works of the City of Mount Vernon, do hereby state that the work issued below, under the contract between the City of Mount Vernon and Insituform Technologies LLC, regarding captioned subject has agreed to be performed in the manner as directed by the terms of the contract.

Therefore, the Contractor, Insituform Technologies LLC is entitled to Partial Payment #4 in the amount of **\$161,200.53**. Funds to pay for this are available through the Housing & Urban Development (HUD) Community Project Funding Grant under the **budget codes H8120.203 C936 and H8120.203 C945**.

TOTAL CONTRACT -----	\$ 1,450,450.00
CONTRACT SUM TO DATE -----	\$ 1,450,450.00
TOTAL COMPLETED -----	\$ 689,852.15
LESS 10% RETAINAGE -----	\$ 68,985.22
TOTAL EARNED LESS RETAINAGE -----	\$ 620,866.94
LESS PREVIOUS CERTIFICATES FOR PAYMENT ---	\$ 459,666.41
PARTIAL PAYMENT #4 DUE CONTRACTOR -----	\$ <b>161,200.53</b>

Respectfully,

Damani Bush  
Commissioner of Public Works

Cc: Comptroller    Law Dept.    Engineering Bureau    Contract File

*"The Jewel of Westchester"*

**A RESOLUTION AUTHORIZING PARTIAL  
PAYMENT NO. 4 TO INSITUFORM  
TECHNOLOGIES LLC FOR YEAR TWO OF  
SEWER CLEANING & INSPECTION PROJECT**

**WHEREAS**, by letter dated February 17, 2026, the Commissioner of the Department of Public Works has certified that Insituform Technologies LLC (the “Contractor”) has agreed to satisfactorily perform the Sewer Cleaning and Inspection Project for Year Two in accordance with the contract between the Contractor and the City of Mount Vernon (the “City”); and

**WHEREAS**, pursuant to the terms of said contract, the Contractor is entitled to receive Partial Payment No. 4 in the amount of One Hundred Sixty-One Thousand Two Hundred Dollars and Fifty-Three Cents (\$161,200.53); **NOW, THEREFORE, BE IT**

**RESOLVED**, that the City Comptroller is hereby authorized and directed to process Partial Payment No. 4 in the amount of \$161,200.53 to Insituform Technologies LLC, as certified by the Commissioner of the Department of Public Works; and be it further

**RESOLVED**, that the payment draft shall be forwarded to the Corporation Counsel, who shall release the payment to the Contractor upon receipt of satisfactory proof that there are no liens filed against the project and that the Contractor has properly submitted all required documentation; and be it further

**RESOLVED**, that funds for Partial Payment No. 4, in the amount of \$161,200.53, are available through the Housing and Urban Development (HUD) Community Project Funding Grant under Budget Codes H8120.203 C936 and H8120.203 C945.



# City of Mount Vernon, New York

## Staff Report

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

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**File #:** TMP -1966

**Agenda Date:** 3/3/2026

**Agenda #:** 11.

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**Board of Estimate and Contract:**

**A RESOLUTION AUTHORIZING PARTIAL  
PAYMENT NO. 5 TO INSITUFORM  
TECHNOLOGIES LLC FOR YEAR TWO OF  
SEWER CLEANING & INSPECTION PROJECT**

**WHEREAS**, by letter dated February 17, 2026, the Commissioner of the Department of Public Works has certified that Insituform Technologies LLC (the “Contractor”) has agreed to satisfactorily perform the Sewer Cleaning and Inspection Project for Year Two in accordance with the contract between the Contractor and the City of Mount Vernon (the “City”); and

**WHEREAS**, pursuant to the terms of said contract, the Contractor is entitled to receive Partial Payment No. 5 in the amount of Twenty-Five Thousand Eight Hundred Thirty Dollars and Forty-Five Cents (\$25,830.45); **NOW, THEREFORE, BE IT**

**RESOLVED**, that the City Comptroller is hereby authorized and directed to process Partial Payment No. 5 in the amount of \$25,830.45 to Insituform Technologies LLC, as certified by the Commissioner of the Department of Public Works; and be it further

**RESOLVED**, that the payment draft shall be forwarded to the Corporation Counsel, who shall release the payment to the Contractor upon receipt of satisfactory proof that there are no liens filed against the project and that the Contractor has properly submitted all required documentation; and be it further

**RESOLVED**, that funds for Partial Payment No. 5, in the amount of \$25,830.45, are available through the Housing and Urban Development (HUD) Community Project Funding Grant under Budget Codes H8120.203 C936 and H8120.203 C945.



CITY OF MOUNT VERNON, N.Y.  
[DEPARTMENT NAME]

SHAWYN PATTERSON-HOWARD  
Mayor

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DAMANI L. BUSH  
Commissioner

JOHN NUCULOVIC  
Deputy Commissioner

February 17, 2026

Honorable Board of Estimate and Contract  
Of the City of Mount Vernon  
City Hall, Mount Vernon, New York 10550  
(Through the Office of the Mayor)

Re: "Year Two Sewer Cleaning & Inspection Project"

Contractor - Insituform Technologies LLC  
Partial Payment #5 - \$25,830.45  
Funding Source - HUD Community Project Funding Grant

Dear Board Members:

I, Damani Bush, Commissioner of Public Works of the City of Mount Vernon, do hereby state that the work issued below, under the contract between the City of Mount Vernon and Insituform Technologies LLC, regarding captioned subject has agreed to be performed in the manner as directed by the terms of the contract.

Therefore, the Contractor, Insituform Technologies LLC is entitled to Partial Payment #5 in the amount of \$25,830.45. Funds to pay for this are available through the Housing & Urban Development (HUD) Community Project Funding Grant under the budget codes H8120.203 C936 and H8120.203 C945.

TOTAL CONTRACT -----	\$ 1,450,450.00
CONTRACT SUM TO DATE -----	\$ 1,450,450.00
TOTAL COMPLETED -----	\$ 718,552.65
LESS 10% RETAINAGE -----	\$ 71,855.26
TOTAL EARNED LESS RETAINAGE -----	\$ 646,697.38
LESS PREVIOUS CERTIFICATES FOR PAYMENT ---	\$ 620,866.94
PARTIAL PAYMENT #5 DUE CONTRACTOR -----	\$ 25,830.45

Respectfully,

Damani Bush  
Commissioner of Public Works

Cc: Comptroller Law Dept. Engineering Bureau Contract File

"The Jewel of Westchester"

**A RESOLUTION AUTHORIZING PARTIAL  
PAYMENT NO. 5 TO INSITUFORM  
TECHNOLOGIES LLC FOR YEAR TWO OF  
SEWER CLEANING & INSPECTION PROJECT**

**WHEREAS**, by letter dated February 17, 2026, the Commissioner of the Department of Public Works has certified that Insituform Technologies LLC (the “Contractor”) has agreed to satisfactorily perform the Sewer Cleaning and Inspection Project for Year Two in accordance with the contract between the Contractor and the City of Mount Vernon (the “City”); and

**WHEREAS**, pursuant to the terms of said contract, the Contractor is entitled to receive Partial Payment No. 5 in the amount of Twenty-Five Thousand Eight Hundred Thirty Dollars and Forty-Five Cents (\$25,830.45); **NOW, THEREFORE, BE IT**

**RESOLVED**, that the City Comptroller is hereby authorized and directed to process Partial Payment No. 5 in the amount of \$25,830.45 to Insituform Technologies LLC, as certified by the Commissioner of the Department of Public Works; and be it further

**RESOLVED**, that the payment draft shall be forwarded to the Corporation Counsel, who shall release the payment to the Contractor upon receipt of satisfactory proof that there are no liens filed against the project and that the Contractor has properly submitted all required documentation; and be it further

**RESOLVED**, that funds for Partial Payment No. 5, in the amount of \$25,830.45, are available through the Housing and Urban Development (HUD) Community Project Funding Grant under Budget Codes H8120.203 C936 and H8120.203 C945.



# 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 -1980

**Agenda Date:** 3/3/2026

**Agenda #:** 12.

### Board of Estimate and Contract:

**RESOLVED**, that Resolution No. 1 adopted by this Board of Estimate & Contract on December 30, 2025, is hereby amended for the positions shown below as follows:

<b>Position: Chief of Infrastructure and Capital Improvements</b>			
<b>Grade</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>	<b>Annual Increment</b>
16	\$109,988.01	\$175,147.29	\$7,239.92

and be it further,

**RESOLVED**, that this resolution shall take effect on January 1, 2026.

**RESOLVED**, that Resolution No. 1 adopted by this Board of Estimate & Contract on December 30, 2025, is hereby amended for the positions shown below as follows:

<b>Position: Chief of Infrastructure and Capital Improvements</b>			
<b><u>Grade</u></b>	<b><u>Minimum Salary</u></b>	<b><u>Maximum Salary</u></b>	<b><u>Annual Increment</u></b>
16	\$109,988.01	\$175,147.29	\$7,239.92

and be it further,

**RESOLVED**, that this resolution shall take effect on January 1, 2026.



# 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 -1981

**Agenda Date:** 3/3/2026

**Agenda #:** 13.

### Board of Estimate and Contract:

RESOLVED, that Resolution No. 4 adopted by this Board of Estimate & Contract on December 30, 2025, is hereby amended for the positions shown below as follows:

<b>DEPARTMENT OF PUBLIC WORKS</b>		
<b>Position:</b>	<b>From:</b>	<b>To:</b>
Chief of Infrastructure and Capital	\$-0-	\$175,147.29

and be it further,

**RESOLVED**, that this resolution shall take effect on January 1, 2026.

RESOLVED, that Resolution No. 4 adopted by this Board of Estimate & Contract on December 30, 2025, is hereby amended for the positions shown below as follows:

<b>DEPARTMENT OF PUBLIC WORKS</b>		
<b><u>Position:</u></b>	<b><u>From:</u></b>	<b><u>To:</u></b>
Chief of Infrastructure and Capital Improvements	\$-0-	\$175,147.29

and be it further,

**RESOLVED**, that this resolution shall take effect on January 1, 2026.



# City of Mount Vernon, New York

## Staff Report

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

**File #:** TMP -1983

**Agenda Date:** 3/3/2026

**Agenda #:** 14.

### Board of Estimate and Contract:

**RESOLVED**, that Resolution No. 1 adopted by this Board of Estimate & Contract on December 30, 2025, is hereby amended for the positions shown below as follows:

<b>Position: Senior Communications Associate</b>			
<b>Grade</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>	<b>Annual Increment</b>
7B	\$59,630.87	\$78,177.62	\$2,060.75

and be it further,

**RESOLVED**, that this resolution shall take effect on January 1, 2026.

**RESOLVED**, that Resolution No. 1 adopted by this Board of Estimate & Contract on December 30, 2025, is hereby amended for the positions shown below as follows:

<b>Position: Senior Communications Associate</b>			
<b><u>Grade</u></b>	<b><u>Minimum Salary</u></b>	<b><u>Maximum Salary</u></b>	<b><u>Annual Increment</u></b>
7B	\$59,630.87	\$78,177.62	\$2,060.75

and be it further,

**RESOLVED**, that this resolution shall take effect on January 1, 2026.