

City of Mount Vernon, New York

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



Referral Packet - Final

Monday, February 23, 2026

7:00 PM

City Council Chambers

City Council Work Session

NICOLE BONILLA, MBA
City Clerk

JORDAN A. RIULLANO, JD
Deputy City Clerk

LEGISLATION AND PUBLIC WORKS

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

Code: LPW

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

2. **Public Works:** Department of Public Works: An Ordinance Granting a One (1) Year Leave of Absence to Dwayne A. Jones, who Currently Serve as the Assistant Supervisor within the Department of Public Works

Code: LPW

Attachments: [Dwayne Jones - Leave of Absence - Acting Commissioner](#)

3. **Water:** 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

Attachments: [Referral Letter - 02112026](#)
[Supporting Doc - 02112026](#)

4. **City Clerk:** City Council: Local Law No. ___ - 2026 - A Local Law Amending Section 265 of Chapter 490 of the Laws of 1922, as amended, being the Charter of the City of Mount Vernon, New York, entitled "Liability of City in Actions for Damages or Injuries to Person or Property"

Code: LPW

Attachments: [LOCAL LAW NO. OF 2026 - AMENDING SECTION 265 OF CHAPTER 490 ENTITLED LIABILITY OF CITY IN ACTIONS FOR DAMAGES OR INJURIES TO PERSON OR PROPERTY \(THIS IS A LOCAL LAW FOR 2026\) - Copy](#)

5. **City Clerk:** City Clerk: A Resolution Amending Resolution No. 9 Adopted by the City Council on February 11, 2026, Establishing The Standard Workdays and Reporting Guidelines for Elected and Appointed Officials

Code: LPW

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

HUMAN RESOURCES

No Items

PUBLIC SAFETY AND CODES

6. **Fire Department:** Fire Department: An ordinance Authorizing the Mayor to Accept Two (2) Piece Sabre 1,500 GPM Fire Pumpers Funded through the HUD Community Development Block Grant Program and provided by the Urban Renewal Agency

Code: PSC

Attachments: [Agenda Letter 2-5-26](#)
[FDMV Grant Acceptance Letter \(HUD CDBG\)](#)
[2026 Resolution 2 Fire Apparatus Pumpers](#)

FINANCE AND PLANNING

7. **Planning:** 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

Attachments: [2026 Zoning Ordinance RFP Referral Letter 2.17.2026](#)

8. **City Clerk:** City Council: A Resolution of the City Council of the City of Mount Vernon, Declaring Itself as Lead Agency for a Petition Seeking Zoning Text and Map Amendments and Related Land Use Approvals by Grace Baptist Church

Code: FP

Attachments: Grace Baptist Church Lead Agency



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.

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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,

Handwritten signature of Shawyn Patterson-Howard

Shawyn Patterson-Howard, Mayor
City of Mount Vernon

Handwritten signature of Damani L. Bush

Damani L. Bush
DPW Commissioner

Handwritten signature of Carlton C. Spruill

Carlton C. Spruill
BOW Commissioner

SPH/db

Cc: Comptroller’s Office



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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

MALCOLM CLARK
Chief of Staff
KHENDRA DAVID
Deputy Chief of Staff

Department of Public Works
Board of Water Supply
Engineering Bureau
Local 456 Teamsters
CSEA
New York State Environmental Facilities Corporation (EFC)
New York State Department of Environmental Conservation (DEC)
United States Environmental Protection Agency (EPA)
File

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

CHIEF OF INFRASTRUCTURE AND CAPITAL IMPROVEMENTS

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

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

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

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

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

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

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

SPECIAL REQUIREMENT FOR THIS POSITION:

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

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

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

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

1. Department Mayor's Office	Bureau, Division, Unit or Section Mayor's Office	Location of Position City Hall
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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, N.Y.
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

February 13, 2026

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

Re: Leave of Absence – Dwayne A. Jones

Dear Honorable City Council Members:

I respectfully request legislation from Your Honorable Body granting a one (1) year leave of absence for Mr. Dwayne A. Jones, Assistant Supervisor, to fill the position of Acting Commissioner within the Department of Public Works.

His leave of absence will be effective February 23, 2026, through February 22, 2027.

Kindly have the necessary legislation enacted upon your acceptance and acquiescence of this transaction.

Respectfully,

Damani L. Bush
DPW Commissioner
DB/db
Cc: Mr. Dwayne A. Jones



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



MOUNT VERNON
THE JEWEL OF WESTCHESTER



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
Young Professional		
2026 YP Summit	\$220	\$300
2026 YP Summit + UMC	\$395	\$500
Students		
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	
Total Cost:	\$



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 >

LOCAL LAW NO. ___ – 2026

**A LOCAL LAW AMENDING SECTION 265 OF
CHAPTER 490 OF THE LAWS OF 1922, AS
AMENDED, BEING THE CHARTER OF THE CITY
OF MOUNT VERNON, NEW YORK, ENTITLED
“LIABILITY OF CITY IN ACTIONS FOR DAMAGES
OR INJURIES TO PERSON OR PROPERTY”**

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF
MOUNT VERNON, as follows:**

Section 1. Section 265 of Article XVIII of Chapter 490 of the Laws of 1922, being the Charter of the City of Mount Vernon, entitled “Liability of City in actions for damages or injuries to person or property,” is hereby amended to read as follows:

§ 265. Liability of City in actions for damages or injuries to person or property.

No civil action shall be maintained against the City for damages or injuries to person or property sustained in consequence of any street, highway, city tree, bridge, culvert, sidewalk, crosswalk, curb, sanitary sewer or storm drains, public parking lot or parking garage being defective, out of repair, unsafe, dangerous or obstructed unless, previous to the occurrence resulting in such damages or injury, written notice of the defective, unsafe, dangerous or obstructed condition of said street, highway, city tree, bridge, culvert, sidewalk, crosswalk, curb, sanitary sewer or storm drains, public parking lot or parking garage was actually given to the Commissioner of Public Works and that there was a failure or neglect within a reasonable time after the receipt of such notice to repair or remove the defect, danger or obstruction complained of. No such action shall be maintained for damages or injuries to the person or property sustained solely in consequence of the existence of snow or ice upon any sidewalk, crosswalk, street, highway, bridge, culvert, city tree, public parking lot or parking garage unless written notice thereof relating to the particular place was actually given to the Commissioner of Public Works, and there was a failure or neglect to cause such snow or ice to be removed, or the place otherwise made reasonably safe within a reasonable time after the receipt of such notice.

The City shall not be liable in a civil action for damages or injuries to person or property or invasion of personal or property rights of any name or nature whatsoever, whether casual or continuing, arising at law or in equity, alleged to have been caused or sustained, in whole or in part, by or because of any omission of duty, wrongful act, fault, neglect, misfeasance or negligence on the part of the City, or any of its agents, officers or employees unless a written notice of claim shall have been made and served in compliance with Section 50-e of the General Municipal Law, nor unless an action shall be commenced thereon within one year after the happening of such accident or injury or the occurrence of such act, omission, fault or neglect but no action shall be commenced to recover upon or enforce any such claim against the City until the expiration of three months after the service of said notice. The Mayor of said City may, within the period of three months from the time of the presentation of any claims against the City, require the claimant to be sworn before him with relation to such claim, and when so sworn, to swear orally as to any facts relating to the justice of such claim. Nothing contained in this section shall be held to repeal or modify or waive any existing requirement or statute of limitations which is applicable to these classes of actions but, on the contrary, shall be held to be additional requirements to the right to maintain such action, nor shall anything herein contained be held to modify any existing rule of law relative to the question of contributory negligence, nor to impose upon the City any greater duty or obligation than it shall keep its streets and public places in a reasonably safe condition for public use and travel.

The term street as used herein shall include the curbstone, an avenue, underpass, road, alley, lane, boulevard, concourse, parkway, road or path within a park, park approach, driveway, thoroughfare, public way, public square, and public parking area. The term sidewalk as used herein shall include an underpass, pedestrian walk or path, step or stairway. The term bridge as used herein shall include a viaduct or overpass.

Notice of a defect submitted via email, the city's website, any service, website, or application the City uses to allow the public to submit reports or service requests to the City, comments on a social media page maintained by the City, or any other electronic means does not satisfy the process and procedure for submitting written notices of defect required by this section.

If any clause, sentence, phrase, paragraph or any part of this section shall, for any reason be adjudged finally by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this section but shall be confined in its operation and effect to the clause, sentence, phrase, paragraph or part thereof directly involved in the controversy or action in which such judgment shall have been rendered. It is hereby declared to be the legislative intent that the remainder of this section would have been adopted had any such provisions not been included.

Section 2. This local law shall take effect upon its filing with the New York State Secretary of State.

New matter underlined

Deleted matter in brackets []

**A RESOLUTION AMENDING RESOLUTION NO. 9
ADOPTED BY THE CITY COUNCIL ON FEBRUARY 11, 2026,
ESTABLISHING THE STANDARD
WORKDAYS AND REPORTING GUIDELINES
FOR ELECTED AND APPOINTED OFFICIALS**

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

TITLE	NAME	STANDARD WORKDAY	TERM	RECORD OF ACTIVITIES
Mayor	Shawyn Patterson-Howard	7.0	01/01/2024-12/31/2027	30.51
Comptroller	Darren Morton	7.0	01/01/2022-12/31/2025	22.30 [20.00]
City Council Member	Danielle Browne	6.0	01/01/2022-12/31/2025	16.62
City Council Member	Edward Poteat	6.0	01/01/2022-12/31/2025	4.78
City Council Member	Derrick Thompson	6.0	01/01/2024-12/31/2027	13.67
City Council Member	Cathlin Gleason	6.0	01/01/2022-12/31/2025	17.33
City Council Member	Jaevon Boxhill	6.0	01/01/2024-12/31/2027	13.17

and be it further

RESOLVED, that this resolution shall take effect immediately.



CITY OF MOUNT VERNON, 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.



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
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JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

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



**A RESOLUTION OF THE CITY OF MOUNT VERNON CITY COUNCIL
DECLARING ITSELF AS LEAD AGENCY FOR A PETITION SEEKING
ZONING TEXT AND MAP AMENDMENTS AND RELATED
LAND USE APPROVALS BY GRACE BAPTIST CHURCH**

WHEREAS, a Petition submitted by Grace Baptist Church (“Petitioner”) to amend the Zoning Ordinance and Zoning Map of the City of Mount Vernon (“Zoning Petition”) to permit Petitioner’s Project (as defined herein) to be developed on three adjacent lots known as 70 South Sixth Avenue, 60 South Sixth Avenue, and 47 Second Street West, designated on the City of Mount Vernon Tax Map as Section 165.78, Block 3068, Lots 15, 16 and 36 (“Property”); and

WHEREAS, Petitioner is the owner of the Property, which comprises approximately 27,653 square feet (±0.63 acres); and

WHEREAS, the Property is located in two zoning districts, the NB Neighborhood Business District and the RMF-6.75 Multifamily Residence District; and

WHEREAS, Petitioner’s stated purpose of the requested Petition is to permit the construction of a 15-story mixed-use building, consisting of approximately 262 affordable dwelling units (for families at or below 80% of the Area Median Income for Westchester County), office space which will be utilized by the Grace Baptist Church (±6,948 sf) and municipal offices (±5,000 sf), approximately 114 structured off-street parking spaces, and resident amenities (“Project,” collectively with the Petition, “Proposed Action”); and

WHEREAS, the Project as proposed is not presently permitted in either the NB Neighborhood Business District or the RMF-6.75 Multifamily Residence District; and

WHEREAS, on or about June 11, 2025, Petitioner submitted to the City Council the Petition, together with a conceptual site plan, floor plans, and renderings; and

WHEREAS, pursuant to the State Environmental Quality Review Act and its implementing regulations at 6 N.Y.C.R.R. Part 617 (collectively, “SEQRA”), Petitioner submitted to the City Council a Full Environmental Assessment Form Part 1 (“EAF”) for the Proposed Action, dated September 12, 2025; and

WHEREAS, as described in the EAF, the Proposed Action includes the requested Petition and the redevelopment of the Property for the Project as further described in Petitioner’s application materials; and

WHEREAS, the Proposed Action has been designed to be consistent with the recommendations and guiding principles of the City’s November 2025 Comprehensive Plan, including the January 2024 Downtown Vision Report, which encourages increased density, affordable housing, and walkable mixed-use development in the downtown area; and

WHEREAS, the Proposed Action is a Type I action under SEQRA; and

WHEREAS, the City Council previously designated its intent to serve as Lead Agency for the prior proposals pursuant to the State Environmental Quality Review Act and its implementing regulations at 6 N.Y.C.R.R. Part 617 (collectively, “SEQRA”); and

WHEREAS, the City Council is the approval authority for the Zoning Petition; and

WHEREAS, the City Council concluded that it is the appropriate agency to serve as Lead Agency; and

WHEREAS, the City Council provided written notice of its intent to serve as Lead Agency to the Involved and Interested Agencies; and

WHEREAS, the City Council has not received any written objections from any Involved or Interested Agency to the Council’s designation as Lead Agency, and the statutory deadline for any such objections has passed.

NOW, THEREFORE, BE IT RESOLVED, that the City Council declares itself as Lead Agency for the purpose of conducting a coordinated review of the potential environmental impacts of the Proposed Action under SEQRA; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.