

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

Tuesday, January 20, 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

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-1880](#) Office of the Mayor: An Ordinance Authorizing the Mayor to Attend the New York Conference of Mayors (NYCOM) 2026 Winter Legislative Winter Meeting - (February 1, 2026 through February 3, 2026)

Code: LPW

2. [TMP-1879](#) Office of the Mayor: An Ordinance Authorizing the Mayor to Attend the United States Conference of Mayors (USCM) 94th Winter Meeting in Washington, DC - (January 28, 2026, through January 30, 2026)

Code: LPW

3. [TMP-1871](#) Department of Public Works: An Ordinance Authorizing a Budget Transfer for the Renewal of iWorq Sewer Management and Fleet Enterprise Software

Code: LPW

4. [TMP-1881](#) Board of Water Supply: An Ordinance Adopting the Fiscal Year 2026 Operating Budget of the Board of Water Supply of the City of Mount Vernon

Code: LPW

5. [TMP-1868](#) Board of Water Supply: An Ordinance Authorizing the Mayor to Enter into a Software-As-A-Service (SAAS) Agreement with Tyler Technologies for the Implementation of an Enterprise Resource Planning (ERP) System

Code: LPW

6. [TMP-1858](#) Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with the New York State Office of Children and Family Services for the Funding of the Youth Bureau's EmpowerMED Program - (set to commence in February 2026)

Code: HR

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7. [TMP](#)
[-1859](#) Youth Bureau: An Ordinance Authorizing the Mayor to Retroactively Enter into an Agreement with the Westchester County Youth Bureau to Accept Funds for the GEM Program and to Provide Required City Matching Funds - (January 1, 2026, and ending December 31, 2028)
- Code:** HR
8. [TMP](#)
[-1860](#) Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with the New York State Office of Children and Family Services, through the Westchester County Youth Bureau and Authorizing the Acceptance of Funds for the Youth Development Program (YDP) - (October 1, 2025, through September 30, 2026)
- Code:** HR
9. [TMP](#)
[-1861](#) Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with the Westchester County Youth Bureau for the Acceptance of Grant Funds in the Amount of \$25,000 for the Moving in Motion (M.I.M) Program - (October 1, 2025, through September 30, 2026)
- Code:** HR
10. [TMP](#)
[-1862](#) Youth Bureau: An Ordinance Authorizing the Mayor to Approve Travel and Conference Participation for Youth and Staff of the Mount Vernon Youth Bureau to Attend the Annual Youth Leadership Forum - (February 2–3, 2026, in Troy, New York)
- Code:** HR
11. [TMP](#)
[-1863](#) Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with Barrington Irving Technical Training School (BITTS) for the Spring Aviation Program under the Youth Employment Program (YEP)
- Code:** HR
12. [TMP](#)
[-1864](#) Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with Organizational Capacity Building (OCB) to Provide Professional Development Services for the WDAY Staff in Support of the Youth Employment Program
- Code:** HR
13. [TMP](#)
[-1865](#) Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an agreement with Toss N Press, S-Corp, to Provide a Youth Food Hospitality Program through the Youth Bureau in Support of the Youth Employment Program - (scheduled to commence in February 2026 and conclude in May 2026)
- Code:** HR

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14. [TMP](#)
[-1866](#) Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with The Flying Classroom, Parent Company of Barrington Irving Technical Training School (BITTS), to Provide a Drone and Aviation Stem Program for Middle School Youth Funded Through the Project Rise Program - (over a six- to eight-week period)
- Code:** HR
15. [TMP](#)
[-1867](#) Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with The Flying Classroom to Provide a Drone FAA Training Program for High School Youth Funded Through the Project Rise Grant
- Code:** HR
16. [TMP](#)
[-1872](#) Office of Emergency Management: An Ordinance Authorizing a Transfer of Appropriated Funds Within the Fiscal Year 2026 Adopted Budget to Support the Auxiliary Police Unit
- Code:** PSC
17. [TMP](#)
[-1829](#) Fire Department: An Ordinance Authorizing the Transfer of Funds Within the 2025 Fire Department Budget
- Code:** PSC
18. [TMP](#)
[-1800](#) Department of Public Safety: An Ordinance Authorizing Training for Two (2) Members of Service to Attend a Command & Leadership Seminar - (April 27, 2026, through May 1, 2026)
- Code:** PSC
19. [TMP](#)
[-1869](#) Department of Assessment: An Ordinance Authorizing a Refund for Overpayment of the 2025 County Tax Bill for Property Located at 255 Summit Avenue - (Section 165.39, Block 2063, Lot 29)
- Code:** FP
20. [TMP](#)
[-1856](#) Department of Planning & Community Development: An Ordinance Authorizing the Mayor to Accept Grant Funds from the Mount Vernon Urban Renewal Agency in the total amount of \$324,630.00 for the Period January 1, 2026, through December 31, 2028, and Authorizing Related Expenditures for the Position of Budget Specialist III (Grant Funded)
- Code:** FP
21. [TMP](#)
[-1857](#) Department of Planning & Community Development: An Ordinance Authorizing the Mayor to Accept Grant Funds from the Mount Vernon Urban Renewal Agency in the total amount of \$233,193.00 for a Three-Year Period and to Continue Funding Grant-Funded Budget Specialist I Position
- Code:** FP
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22. [TMP](#)
[-1883](#) Department of Planning & Community Development: An Ordinance Amending Ordinance No. 12, Adopted by the City Council on NOVEMBER 21, 2023, entitled "AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT GRANTS FROM CITIES AND EXECUTE A TECHNICAL ASSISTANCE SERVICE AGREEMENT FOR THE ESTABLISHMENT OF THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER"

Code: FP

23. [TMP](#)
[-1882](#) Department of Planning & Community Development: An Ordinance Amending Ordinance No. 8, Adopted by the City Council on JANUARY 10, 2024, entitled "AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT A GRANT FROM THE AFRICAN AMERICAN MAYORS ASSOCIATION IN SUPPORT OF THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER"

Code: FP

24. [TMP](#)
[-1876](#) Department of Planning & Community Development: An Ordinance Amending Ordinance No. 31, Adopted by the City Council on AUGUST 14, 2025, entitled "AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT AMENDMENT WITH THE CITIES FOR FINANCIAL EMPOWERMENT FUND TO INCORPORATE LEGACY PLANNING SERVICES IN THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER"

Code: FP

25. [TMP](#)
[-1887](#) Comptroller: An Ordinance Authorizing the Comptroller to Extend the Agreement with PFK O'Connor Davies, LLP for Independent Auditing Services for Fiscal Years 2021 and 2022

Code: FP

SALARY RESOLUTIONS

26. [TMP](#)
[-1888](#) Salary Resolution No. 4 (All Positions) - Commissioner of Public Works and Senior Clerk
27. [TMP](#)
[-1889](#) Salary Resolution No. 9 (All Positions) - Laborer and Skilled Laborer
28. [TMP](#)
[-1890](#) Salary Resolution No. 14 (All Positions) - Assistant Engineer, First Deputy Commissioner and Deputy Commissioner

RESOLUTIONS AUTHORIZING PARTIAL PAYMENTS - DPW

29. [TMP](#)
[-1891](#) Department of Public Works: A Resolution Authorizing Partial Payment No. 19 for Sewer System Cleaning & Televising - Phase 1 to National Water Main Cleaning Company - \$21,119.14

30. [TMP](#) Department of Public Works: A Resolution Authorizing Partial Payment No. 3 to
[-1892](#) Insituform Technologies LLC for Year Two Sewer Cleaning & Inspection Project -
\$270,183.38

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
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10550
& VIA
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File #: TMP -1880

Agenda Date: 1/28/2026

Agenda #: 1.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to Attend the New York Conference of Mayors (NYCOM) 2026 Winter Legislative Winter Meeting - (February 1, 2026 through February 3, 2026; all expenses not expected to exceed \$1,000.00 authorized herein shall be charged to Account No. A1030.402 - BOE Education and Travel, or such other account as the Comptroller shall deem appropriate, consistent with the adopted Fiscal Year 2026 budget); be, and the same is hereby approved.

City Council:

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

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

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

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

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

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

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

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

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

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

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

Section 3. Budgetary Source. All expenses authorized herein shall be charged to Account No. A1030.402 - BOE Education and Travel, or such other account as the Comptroller shall deem appropriate, consistent with the adopted Fiscal Year 2026 budget.

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

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



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD

Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2360 – Fax: (914) 665-6173

MALCOLM CLARK

Chief of Staff

KHENDRA K. DAVID

Deputy Chief of Staff

January 8th, 2025

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

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

Dear Honorable City Council Members,

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

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

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

In Service,

Shawyn Patterson-Howard
Mayor

“The Jewel of Westchester”



CITY OF MOUNT VERNON, N.Y.
Mayor Office

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2360 – Fax: (914) 665-6173

MALCOLM CLARK
Chief of Staff

KHENDRA K. DAVID
Deputy Chief of Staff

“The Jewel of Westchester”



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
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& VIA
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File #: TMP -1879

Agenda Date: 1/28/2026

Agenda #: 2.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to Attend the United States Conference of Mayors (USCM) 94th Winter Meeting in Washington, DC - (January 28, 2026, through January 30, 2026; expenses not expected to exceed \$3,000.00 and all authorized expenditures pursuant to this ordinance shall be charged to Budget Line A1030.402 - BOE Education and Travel, or such other appropriate account as determined by the Comptroller, subject to the availability of funds); be, and the same is hereby approved.

City Council:

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

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

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

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

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

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

Whereas, the registration fee for member mayors to attend the 94th Winter Meeting is One Thousand

Seven Hundred Fifty Dollars (\$1,750.00); and

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

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

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

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

Section 2. Authorization of Expenditures. The City Comptroller is hereby authorized to approve and process payment for all reasonable and necessary expenses associated with the Mayor's attendance at the meeting, including registration fees, transportation, lodging, and incidental expenses, in an amount not to exceed Three Thousand Dollars (\$3,000.00).

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

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



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2360 – Fax: (914) 665-6173

MALCOLM CLARK
Chief of Staff

KHENDRA K. DAVID
Deputy Chief of Staff

January 8th, 2025

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

Re: United States Conference of Mayors (USCM) 2026 94th Winter Meeting

Dear Honorable City Council Members,

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

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

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

In Service,

Shawyn Patterson-Howard
Mayor

“The Jewel of Westchester”



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
CITY HALL, MOUNT
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File #: TMP -1871

Agenda Date: 1/14/2026

Agenda #: 3.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing a Budget Transfer for the Renewal of iWorQ Sewer Management and Fleet Enterprise Software, as follows:

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

; be it so, and the same is hereby approved.

City Council:

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

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

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

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

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

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

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

Whereas, the proposed budget transfer reallocates funds from an existing appropriation that has

sufficient available balance to an account directly supporting contracted professional services required for this renewal;

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

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

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

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

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

Section 4. Severability. If any clause, sentence, paragraph, or part of this ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof.

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



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

SHAWYNN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

December 31, 2025

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

Re: Transfer of Funds

Dear Honorable City Council Members:

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

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

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

Respectfully,

Damani L. Bush
DPW Commissioner

Cc: Comptroller's Office / File
DB/lp

"The Jewel of Westchester"



City of Mount Vernon, New York

Staff Report

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File #: TMP -1881

Agenda Date: 1/28/2026

Agenda #: 4.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Adoption of the Fiscal Year 2026 Operating Budget of the Board of Water Supply of the City of Mount Vernon; be, and the same is hereby approved.

City Council:

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

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

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

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

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

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

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

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

Section 1. Adoption of Fiscal Year 2026 Board of Water Supply Budget. The Fiscal

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

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

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

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

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



BOARD OF WATER SUPPLY

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

MAYOR SHAWYN PATTERSON HOWARD

COMMISSIONER CARLTON C. SPRUILL

SUPERINTENDENT JOHN F. ARENA

CITY HALL – ROOM 2
MOUNT VERNON, NY 10550

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

January 8, 2026

VIA EMAIL:

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

RE: BOARD OF WATER SUPPLY FISCAL YEAR 2026 BUDGET

Dear Honorable Council Members:

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

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

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

Thank you for your consideration and support.

Respectfully submitted,


Carlton Spruill
Commissioner



MOUNT VERNON
T.U.C. 1/14/17 / 12/18/2017



City of Mount Vernon, New York

Staff Report

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File #: TMP -1868

Agenda Date: 1/14/2026

Agenda #: 5.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to enter into a Software-As-A-Service (SAAS) Agreement with Tyler Technologies for the Implementation of an Enterprise Resource Planning (ERP) System - (January 1, 2026, with implementation activities commencing thereafter and a targeted system Go-Live date in 2027. The subscription component of the agreement shall commence on July 1, 2026, for a three-year term, prorated as applicable.

Financial Authorization:

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

City Council:

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

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

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

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

platform; and

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

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

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

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

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

Whereas, a Scope of Work ("SOW") outlining the services to be provided by Tyler Technologies has been submitted for review and consideration; and

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

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

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

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

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

Section 3. Financial Authorization. The City Council authorizes expenditures associated

with the agreement, including:

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

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

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

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



BOARD OF WATER SUPPLY

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

MAYOR SHAWYN PATTERSON HOWARD

COMMISSIONER CARLTON C. SPRULL

SUPERINTENDENT JOHN F. ARENA

CITY HALL – ROOM 2
MOUNT VERNON, NY 10550

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

January 5, 2026

VIA EMAIL:

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

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

Dear Honorable Council Members:

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

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

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

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

Respectfully submitted,

Carlton Sprull
Commissioner





City of Mount Vernon, New York

Staff Report

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

File #: TMP -1858

Agenda Date: 1/14/2026

Agenda #: 6.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to Enter into an Agreement with the New York State Office of Children and Family Services for the Funding of the Youth Bureau's EmpowerMED Program - (the Comptroller is hereby authorized to record said funds in Revenue Code A3389.1 and to appropriate and expend such funds from the following budget codes: A7340.101, A7340.402, A7340.405, A7340.407, A7340.458, A7340.467, and A7340.803 - this grant is reimbursable and requires no local matching funds, and no additional financial obligation shall be incurred by the City beyond the amount reimbursed by OCFS); be, and the same is hereby approved.

City Council:

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

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

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

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

Whereas, the Mount Vernon Youth Bureau has been awarded said funds to implement the EmpowerMED Program, an initiative designed to expand students' awareness of a broad range of

careers in medicine and healthcare beyond traditionally visible roles; and

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

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

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

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

- A7340.101 - Salaries
- A7340.402 - Travel
- A7340.405 - Contracted Outside Services
- A7340.407 - Leasing & Printing
- A7340.458 - Miscellaneous
- A7340.467 - Program Supplies
- A7340.803 - FICA; and

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

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

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

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

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

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

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

Section 5. Severability. If any clause, sentence, paragraph, section, or part of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof.

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



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

December 30, 2025

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

Dear Honorable Members:

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

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

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

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



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

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY 10550
(914) 665-2344 – Fax: (914) 665-1373
cityofmountvernonyouthbureau@gmail.com
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DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

Enclosed: Award Letter

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



Office of Children and Family Services

KATHY HOCHUL
Governor

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

August 11, 2025

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

Dear Debbie Butler:

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

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

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

Award Information

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

Table with 4 columns: Contract Number, Earliest Date to Start, Latest Date to Start, Total Contract Value, Award Number.

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

Contract Due Date

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

Contracting Guides & Requirements

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

Contract Management System

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

OCFS Contacts

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

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

Sincerely,



Suzanne Mantica
Director
Bureau of Contract Management

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

Enclosures



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1859

Agenda Date: 1/14/2026

Agenda #: 7.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to Retroactively Enter into an Agreement with the Westchester County Youth Bureau to Accept Funds for the GEM Program and to Provide Required City Matching Funds - (commencing January 1, 2026, through December 31, 2028; \$50,000.00 grant funds shall be accounted for in revenue code A2229.8 and appropriated to the following budget lines:

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

This ordinance acknowledges that the GEM Program grant is reimbursable in nature, and the City's cash match is required); be it so, and the same is hereby approved.

City Council:

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

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

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

Whereas, the GEM Program provides after-school and summer programming at two to three (2-3) middle schools within the Mount Vernon City School District, targeting 55 middle school girls

aged 11-15 residing in Mount Vernon neighborhoods, with an emphasis on social, physical, mental, and emotional support; and

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

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

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

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

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

Section 1. Authorization. The Mayor of the City of Mount Vernon is hereby authorized and directed to enter into an agreement with the Westchester County Youth Bureau to accept grant funding in the amount of Fifty Thousand Dollars (\$50,000.00) for the GEM Program for the period January 1, 2026, through December 31, 2028, in substantially the form presented to the City Council and on file with the City Clerk.

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

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

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

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

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

Section 6. Effective Date. This Ordinance shall take effect immediately upon adoption by

the City Council and subsequent approval by the Board of Estimate & Contract.



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

December 29, 2025

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

Dear Honorable Members:

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

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

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

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

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

Enclosed: Award Letter

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



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

December 18, 2025

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

Dear Ms. Burrell-Butler,

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

Name of Program: Girls Embracing Maturity GEM	Amount Awarded: \$50,000 / per year
---	-------------------------------------

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

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

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



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1860

Agenda Date: 1/14/2026

Agenda #: 8.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to Enter into an Agreement with the New York State Office of Children and Family Services, through the Westchester County Youth Bureau and Authorizing the Acceptance of Funds for the Youth Development Program (YDP) - (October 1, 2025, through September 30, 2026; \$19,790.00 grant revenues shall be recorded in Revenue Code A2229.8, with corresponding appropriations made in A7311.101 (Salaries) and A7311.803 (FICA). Said grant shall be reimbursable and shall require no matching funds from the City); the same is hereby approved.

City Council:

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

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

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

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

Whereas, the Mount Vernon Youth Bureau has been awarded funding in the amount of

Nineteen Thousand Seven Hundred Ninety Dollars (\$19,790.00) for the Youth Development Program (YDP), a one-year reimbursable grant commencing October 1, 2025, and ending September 30, 2026; and

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

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

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

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

Whereas, the City Council finds it to be in the best interest of the City of Mount Vernon to authorize the acceptance of said funds and the execution of the necessary agreement to support youth development services;

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

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

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

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

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

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



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

December 30, 2025

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

Dear Honorable Members:

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

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

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

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

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

Enclosed: Award Letter

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



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

December 9, 2025

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

Dear Ms. Burrell-Butler,

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

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

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

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

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

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

Thank you,

Ernest McFadden
 Executive Director



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1861

Agenda Date: 1/14/2026

Agenda #: 9.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to Enter into an Agreement with the Westchester County Youth Bureau for the Acceptance of Grant Funds in the Amount of \$25,000 for the Moving in Motion (M.I.M) Program - (October 1, 2025, through September 30, 2026) - (the grant funds shall be accounted for as revenue in Revenue Code A2229.8, with corresponding appropriations in the following budget codes:

- A7338.101 - Salaries
- A7338.104 - Part-Time
- A7338.203 - Equipment
- A7338.401 - Travel Expense
- A7338.405 - Contracted Outside Services
- A7338.458 - Miscellaneous
- A7338.467 - Program Supplies; and

This grant is fully reimbursable and does not require any cash or in-kind matching funds from the City of Mount Vernon); be, and the same is hereby approved.

City Council:

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

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

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

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

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

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

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

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

- A7338.101 - Salaries
- A7338.104 - Part-Time
- A7338.203 - Equipment
- A7338.401 - Travel Expense
- A7338.405 - Contracted Outside Services
- A7338.458 - Miscellaneous
- A7338.467 - Program Supplies; and

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

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

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

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

Section 1. Authorization to Enter into Agreement. The Mayor of the City of Mount Vernon is hereby authorized and directed to enter into an agreement with the Westchester County

Youth Bureau for the acceptance of grant funds in the amount of \$25,000.00 for the Moving in Motion (M.I.M.) Program, for the grant period of October 1, 2025, through September 30, 2026.

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

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

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

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



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

December 29, 2025

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

Dear Honorable Members:

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

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

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

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

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA



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

SHAWYN PATTERSON-HOWARD
Mayor

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DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

Enclosed: Award Letter

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



Kenneth W. Jenkins
County Executive

Ernest L. McFadden
Executive Director, Westchester County Youth Bureau

December 9, 2025

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

Dear Ms. Burrell-Butler,

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

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

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

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

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

Thank you,

Ernest McFadden
Executive Director



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1862

Agenda Date: 1/14/2026

Agenda #: 10.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to Approve Travel and Conference Participation for Youth and Staff of the Mount Vernon Youth Bureau to Attend the Annual Youth Leadership Forum - (February 2-3, 2026, in Troy, New York; all revenues and expenditures related to this ordinance shall be accounted for in revenue code A2229.8, with appropriations charged to budget codes A7330.402 (Travel Expense), A7330.423 (Conference), and A7330.458 (Miscellaneous), or such other accounts as may be deemed appropriate by the Comptroller. This ordinance shall have no adverse fiscal impact on the City of Mount Vernon, as all authorized costs are fully supported by grant funding); be, and the same is hereby approved.

City Council:

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

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

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

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

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

York; and

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

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

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

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

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

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

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

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

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

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

Section 5. Severability. If any clause, sentence, paragraph, section, or part of this ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof.

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



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

SHAWYN PATTERSON-HOWARD
Mayor

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

Debbie Burrell-Butler
Executive Director
Dena Williams
Deputy Director

December 29, 2025

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

Dear Honorable Members:

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

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

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

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

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

“The Jewel of Westchester”



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

SHAWYN PATTERSON-HOWARD
Mayor

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

Debbie Burrell-Butler
Executive Director
Dena Williams
Deputy Director

Enclosed: Proof of Registration & Conference Agenda

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



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

SHAWYN PATTERSON-HOWARD
Mayor

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(914) 665-2344 (914) 665-1373
Aburge@cmvny.com

Debbie Burrell-Butler
Executive Director

Dena Williams
Deputy Director

December 29, 2025

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

Dear Honorable Members:

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

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

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

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

Sincerely,

Debbie Burrell-Butler
Executive Director, MBA

"The Jewel of Westchester"



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

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY. 10550
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Aburge@cmvny.com

Debbie Burrell-Butler
Executive Director

Dena Williams
Deputy Director

Enclosed: Proof of Registration & Conference Agenda

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



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1863

Agenda Date: 1/14/2026

Agenda #: 11.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to Enter into an Agreement with Barrington Irving Technical Training School (BITTS) for the Spring Aviation Program under the Youth Employment Program (YEP) - (the total amount payable under the agreement shall not exceed One Hundred Fifteen Thousand Dollars (\$115,000), which shall be reimbursed from the Westchester-Putnam Local Workforce Development Board YEP grant. Upfront payments shall be made from Account A7321.405 (Contracted Outside Services); be, and the same is hereby approved.

City Council:

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

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

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

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

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

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

Whereas, participants will be required to attend all classes on dates and times set by the Youth Bureau

and agreed upon with BITTS; and

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

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

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

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

Section 3. Program Requirements. Participants shall attend all scheduled classes and training sessions as set by the Youth Bureau and agreed upon with BITTS. The program shall provide instruction in the following areas:

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

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

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



CITY OF MOUNT VERNON, N.Y.
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

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

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

December 31, 2025

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

Dear Honorable Members:

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

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

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

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

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

Enclosed: Program Framework and Tentative Schedule

BITTS

BARRINGTON IRVING
TECHNICAL TRAINING SCHOOL

BITTS- 2026 Spring Program SCHEDULE A

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

Virtual Onboarding: TBD

Orientation: TBD

Classes

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

BITTS

BARRINGTON IRVING
TECHNICAL TRAINING SCHOOL

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

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

Maximum number of students per class: 8-10 students

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

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

Course Highlights:

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

BITTS

BARRINGTON IRVING
TECHNICAL TRAINING SCHOOL

Any questions, please contact Rajeev Brown: rajeev@flyingclassroom.com

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

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

8

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

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

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

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

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

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

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

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

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

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

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

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

8

OCT 22 2025

8

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

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

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

APPROVED AS TO FORM

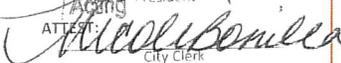
Assistant Corporation Counsel

APPROVED
OCT 22 2025
Date

BY  Acting Mayor


Councilperson

THIS ORDINANCE
ADOPTED BY CITY COUNCIL


Acting President
ATTEST: 
City Clerk



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1864

Agenda Date: 1/14/2026

Agenda #: 12.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to Enter into an Agreement with Organizational Capacity Building (OCB) to Provide Professional Development Services for the WDAY Staff in Support of the Youth Employment Program - (the total cost of the professional development services shall not exceed \$20,000.00, with services to conclude on or before June 30, 2026; initial expenditures under this agreement shall be paid from budget line A7321.405 - Contracted Outside Services, with full reimbursement to the City from grant funds received from the Westchester-Putnam Local Workforce Development Board, in accordance with applicable grant requirements); be, and the same is hereby approved.

City Council:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 6. Severability. If any provision of this ordinance is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the remaining provisions.

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



CITY OF MOUNT VERNON, N.Y.
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

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

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

December 31, 2025

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

Dear Honorable Members:

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

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

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

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

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

Enclosed: Program Framework and Tentative Schedule



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1865

Agenda Date: 1/14/2026

Agenda #: 13.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to Enter into an Agreement with Toss N Press, S-Corp, to Provide a Youth Food Hospitality Program through the Youth Bureau in Support of the Youth Employment Program - (scheduled to commence in February 2026 and conclude in May 2026) - (compensation under said agreement shall not exceed the sum of \$25,000.00. This ordinance affirms that the grant funding supporting this agreement is reimbursable in nature and does not require the use of City matching funds); be, and the same is hereby approved.

City Council:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 6. Severability. If any provision of this ordinance is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the remaining provisions.

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



CITY OF MOUNT VERNON, N.Y.
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

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

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

December 31, 2025

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

Dear Honorable Members:

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

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

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

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

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

Enclosed: Program Framework and Tentative Schedule

8

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

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

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

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

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

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

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

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

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

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

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

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

8

OCT 22 2025

8

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

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

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

APPROVED AS TO FORM

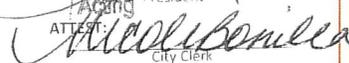
Assistant Corporation Counsel

APPROVED
OCT 22 2025
Date

BY  Acting Mayor


Councilperson

THIS ORDINANCE
ADOPTED BY CITY COUNCIL


Acting President
ATTEST: 
City Clerk



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1866

Agenda Date: 1/14/2026

Agenda #: 14.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to Enter into an Agreement with The Flying Classroom, Parent Company of Barrington Irving Technical Training School (BITTS), to Provide a Drone and Aviation Stem Program for Middle School Youth Funded Through the Project Rise Program - (over a six- to eight-week period; compensation under said agreement shall not exceed the sum of \$20,000.00 , subject to the terms and conditions of the Project RISE grant.. The initial expenditures for this program shall be paid from budget line A7321.405 - Contracted Outside Services, with full reimbursement to the City to be made through the Project RISE grant, in accordance with grant requirements and procedures); be, and the same is hereby approved.

City Council:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 5. Severability. If any clause, sentence, paragraph, subdivision, section, or part of this ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof.

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



CITY OF MOUNT VERNON, N.Y.
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

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

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

January 5, 2026

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

Dear Honorable Members:

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

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

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

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

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

Enclosed: Program Framework and Tentative Schedule

FLYING CLASSROOM

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

Dear Mrs. Debbie Burrell-Butler,

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

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

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

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

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

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

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

Blue Skies,



Captain Barrington Irving
CEO and Founder

VIRTUAL STEM+ EXPLORATION SERIES

Schedule A

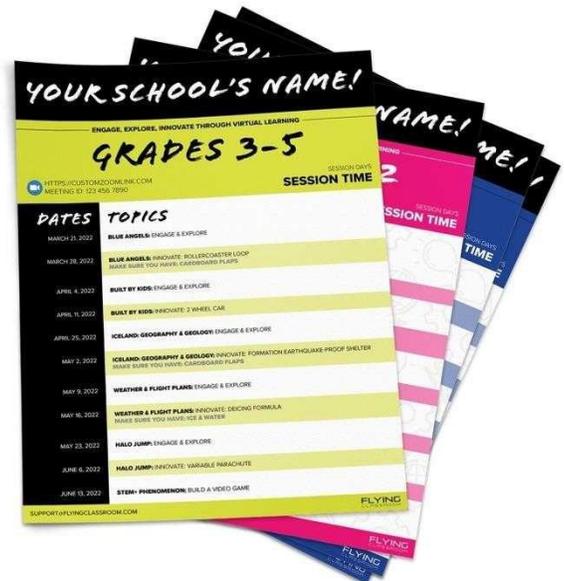
Proposed Program Framework:

Grade Levels:

- 6-8 Middle School = 10-15 students

Dates: Proposed schedule below;

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



Virtual Instructors:

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

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

Virtual Learning in Action

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

Material Kits:

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



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

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

Staff Professional Development:

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



Teacher Testimonials:

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

In-Person Professional Development Session

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

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

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

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

Schedule B

Cost Summary for City of Mt. Vernon Youth Bureau:

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

Grand Total Cost: \$20,000.00

City of Mt. Vernon Youth Bureau

Name: _____

Signature: _____

Date: _____

Flying Classroom

Name: _____

Signature: _____

Date: _____



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1867

Agenda Date: 1/14/2026

Agenda #: 15.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to Enter into an Agreement with The Flying Classroom to Provide a Drone FAA Training Program for High School Youth Funded Through the Project Rise Grant - (over a six- to eight-week period, commencing upon execution of the agreement, unless earlier terminated in accordance with its terms; compensation under said agreement shall not exceed the sum of \$30,000.00. The initial expenditures for this program shall be paid from budget line A7321.405 - Contracted Outside Services, with full reimbursement to the City to be made through the Project RISE grant, in accordance with grant requirements); be, and the same is hereby approved.

City Council:

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

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

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

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

Whereas, participating youth will learn practical STEM concepts and physics principles, including aerodynamics, motion, coding, programming, flight pathways, mathematics, engineering,

measurements, data analysis, design, and mechanics, in a hands-on environment; and

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

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

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

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

Section 1. Authorization. The Mayor of the City of Mount Vernon is hereby authorized and directed to enter into an agreement with The Flying Classroom, parent company of Barrington Irving Technical Training School (BITTS), to provide drone training for high school students under the Project RISE grant, in substantially the form presented to the City Council and on file with the City Clerk.

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

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

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

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

Section 6. Severability. If any provision of this ordinance is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the remaining provisions.

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



CITY OF MOUNT VERNON, N.Y.
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

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

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

January 5, 2026

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

Dear Honorable Members:

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

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

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

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

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

Enclosed: Program Framework and Tentative Schedule

FLYING CLASSROOM

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

Dear Mrs. Debbie Burrell-Butler,

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

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

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

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

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

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

Blue Skies,



Captain Barrington Irving
CEO and Founder

VIRTUAL STEM+ EXPLORATION SERIES

Schedule A

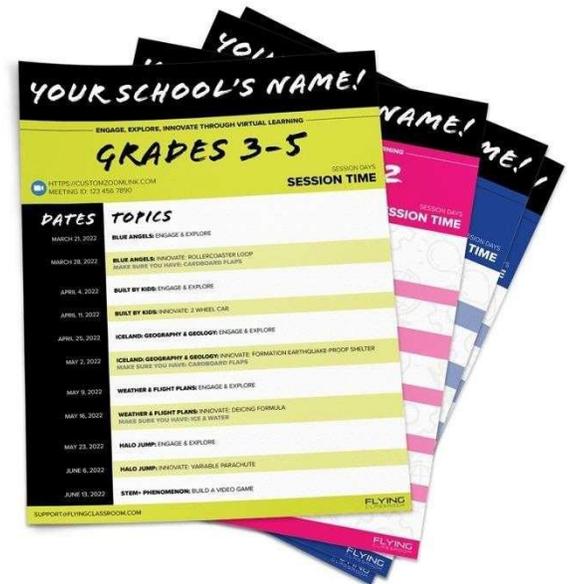
Proposed Program Framework:

Grade Levels:

- 9-12 High School = 10-15 students

Dates: Proposed schedule below;

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



Virtual Instructors:

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

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

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Material Kits:

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

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

Staff Professional Development:

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



Teacher Testimonials:

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

In-Person Professional Development Session

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

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

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

Drone & FAA Drone Certification Classes

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

Schedule B

Cost Summary for City of Mt. Vernon Youth Bureau:

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

Grand Total Cost: \$30,000.00

City of Mt. Vernon Youth Bureau

Name: _____

Signature: _____

Date: _____

Flying Classroom

Name: _____

Signature: _____

Date: _____



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1872

Agenda Date: 1/14/2026

Agenda #: 16.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing a Transfer of Appropriated Funds Within the Fiscal Year 2026 Adopted Budget to Support the Auxiliary Police Unit, as follows:

From:	Amount:	To:
A3120.462 Auxiliary Police (Mount Vernon Police Department)	\$25,000.00	A3640.462 Auxiliary Police (Office of Emergency Management)

; be, and the same is hereby approved.

City Council:

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

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

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

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

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

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

Whereas, the transfer will enable the Office of Emergency Management to effectively manage

Auxiliary Police Unit expenditures, including but not limited to training, equipment, uniforms, and operational readiness activities that directly support public safety and emergency response throughout the City of Mount Vernon; and

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

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

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

From:	Amount:	To:
A3120.462 Auxiliary Police (Mount Vernon Police Department)	\$25,000.00	A3640.462 Auxiliary Police (Office of Emergency Management)

Section 2. Purpose of Transfer. The purpose of this transfer is to realign budgetary resources to the Office of Emergency Management, the department with direct administrative, operational, and oversight responsibility for the Auxiliary Police Unit, and to ensure continued support for its public safety functions.

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

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

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



CITY OF MOUNT VERNON, NY
OFFICE OF EMERGENCY MANAGEMENT

SHAWYN PATTERSON-HOWARD
Mayor

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

MICHAEL A. MONTES
Director

VIA LEGISTAR DELIVERY

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

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

Dear Honorable City Council Members,

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

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

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

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

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

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

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

Respectfully endorsed and submitted,

Michael A. Montes
Director
Office of Emergency Management
Date: January 06, 2026

Marcel J. Olifiers
Acting Commissioner / Chief of Police
Mount Vernon Police Department
Date: 01/06/26



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1829

Agenda Date: 1/14/2026

Agenda #: 17.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Transfer of Funds Within the 2025 Fire Department Budget, as follows:

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

; be, and the same is hereby approved.

City Council:

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

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

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

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

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

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

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

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

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

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

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

Section 2. Purpose of Transfer. The funds transferred pursuant to this Ordinance shall be used exclusively to purchase essential firefighter emergency equipment, including turnout gear, boots, and AED pads, to enhance firefighter safety and operational readiness.

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

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



CITY OF MOUNT VERNON, N.Y.

Fire Department

SHAWYN PATTERSON-HOWARD

Mayor

Fire Headquarters

470 E Lincoln Ave

Mount Vernon, NY 10552

(914) 665-2611 – Fax: (914) 665-2630

Kevin Holt

Fire Commissioner

Theodore W. Beale Jr.

Deputy Fire Commissioner

Juan A. Peralta

Chief of Operations

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

December 23, 2025

RE: Transfer of Funds

Dear Honorable City Council Members,

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

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

To A3410.499 Uniform & Protection Equipment

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

To A3410.203 Equipment

Total transfer of Funds \$27,000.00

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

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

Respectfully submitted,

Kevin Holt

Fire Commissioner

“The Jewel of Westchester”





City of Mount Vernon, New York

Staff Report

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

File #: TMP -1800

Agenda Date: 1/14/2026

Agenda #: 18.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing Training for Two (2) Members of Service to Attend a Command & Leadership Seminar - (April 27, 2026, through May 1, 2026; funds in an amount not to exceed One Thousand Five Hundred Dollars (\$1,500.00) for course registration, to be charged to Budget Line A3120.451 (Training); be, and the same is hereby approved.

City Council:

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

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

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

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

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

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

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

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

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

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

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

Section 1. Authorization of Training. The City Council hereby authorizes two (2) Members of Service of the Mount Vernon Police Department to attend the Command & Leadership Seminar Training to be held at the Westchester County Police Academy from April 27, 2026, through May 1, 2026.

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

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

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

Section 5. Severability. If any clause, sentence, paragraph, or section of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, or section directly involved in the controversy.

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



MOUNT VERNON POLICE DEPT
DEPARTMENT OF PUBLIC SAFETY
ROOSEVELT SQUARE -MOUNT VERNON, NY 10550

P - (914) 665-2500

SHAWYN PATTERSON-HOWARD
MAYOR

MARCEL OLIFIERS
ACTING COMMISSIONER/CHIEF OF OPERATIONS
JENNIFER LACKARD
DEPUTY COMMISSIONER OF WELLNESS & REFORM
GREGORY ADDISON
DEPUTY CHIEF

December 8, 2025

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

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

Dear Honorable Council Members,

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

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

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

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

Sincerely,

Marcel Olifiers
Acting Commissioner/Chief of Dept

cc: Mayor
Law Department
Comptroller



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1869

Agenda Date: 1/14/2026

Agenda #: 19.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing a Refund for Overpayment of the 2025 County Tax Bill for Property Located at 255 Summit Avenue - (Section 165.39, Block 2063, Lot 29) - (refund in the amount of \$360.13, in accordance with the approved Application for Refund or Credit of Real Property Taxes (RP-556)); be, and the same is hereby approved.

City Council:

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

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

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

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

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

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

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

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

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

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

Section 2. Directions to City Officials. The City Comptroller, or such other authorized fiscal officer of the City of Mount Vernon, is hereby directed to process and issue the refund in the amount of \$360.13, in accordance with the approved Application for Refund or Credit of Real Property Taxes (RP-556).

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

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

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



CITY OF MOUNT VERNON, N.Y.
DEPARTMENT of ASSESSMENT

SHAWYN PATTERSON-HOWARD
Mayor

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

Stephanie Vanderpool
Commissioner

Cranson D. Johnson
Deputy Commissioner

January 5, 2026

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

(Through the Office of the Mayor)

Dear Honorable City Council Members:

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

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

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

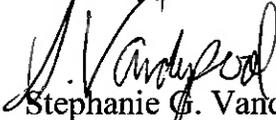
Please be advised the owner is entitled to the following as a refund:

2025 COUNTY Tax \$360.13

I have attached all additional documentation to the subject matter.

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

Sincerely,


Stephanie G. Vanderpool
Commissioner



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1856

Agenda Date: 1/14/2026

Agenda #: 20.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to Accept Grant Funds from the Mount Vernon Urban Renewal Agency in the total amount of \$324,630.00 for the Period January 1, 2026, through December 31, 2028, and Authorizing Related Expenditures for the Position of Budget Specialist III (Grant Funded) - (the grant funds accepted pursuant to this Ordinance shall be used to fund the salary of the Budget Specialist III (Grant Funded) position in the amount of \$108,210.00 annually, charged to Budget Expenditure Code A8020.101, or any successor code as designated by the Comptroller. The City of Mount Vernon is hereby authorized to continue providing fringe benefits for the Budget Specialist III (Grant Funded) position as a local match to the grant, in an amount estimated not to exceed \$233,733.60 over the grant period, to be paid from expenditure code ranges 9010 through 9070, subject to annual budget appropriations); be, and the same is hereby approved.

City Council:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 3. Fringe Benefits and Local Match. The City of Mount Vernon is hereby

authorized to continue providing fringe benefits for the Budget Specialist III (Grant Funded) position as a local match to the grant, in an amount estimated not to exceed \$233,733.60 over the grant period, to be paid from expenditure code ranges 9010 through 9070, subject to annual budget appropriations.

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

Section 5. Severability. If any clause, sentence, paragraph, subdivision, section, or part of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof.

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



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

JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

PAMELA J. TARLOW, ESQ.
DEPUTY COMMISSIONER

December 30, 2025

VIA EMAIL

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

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

Dear Honorable Members:

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

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

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

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

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

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





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

JAMES RAUSSE, FAICP, WEDG
 COMMISSIONER

PAMELA J. TARLOW, ESQ.
 DEPUTY COMMISSIONER

URA Grant- Funded Staff Break Down

Benefit %

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

72%

Sincerely,

JAMES RAUSSE, FAICP, WEDG

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





Urban Renewal Agency

City Hall - Roosevelt Square
Mount Vernon, New York 10550-2060
(914) 840-4029

Shawyn Patterson-Howard
Chair

Pamela J. Tarlow
Executive Director

RESOLUTION 2026-01

1. Whereas the City of Mount Vernon ("MV") is an entitlement jurisdiction and participates annually in the receipt of HUD funds; and
2. Whereas the Mount Vernon Urban Renewal Agency("MVURA") acts as the administrator of HUD funds for the City and the funds provide administrative reimbursement for the staffing needed.
3. Whereas the City Council on Wednesday, January 14, 2026 will need to accept the funds from the MVURA in an action scheduled at 7:00 pm tonight;
4. THEREFORE it is RESOLVED that the MVURA recognizes the need for a special meeting to ensure the funding continues prior to the City Council approval tonight and agrees to fund the salaries for three staff that administer the MVURA programs for a total of \$220,941 each year the MVURA receives HUD funding including a Budget Specialist 3, a Budget Specialist 1 and a portion of a 1st Deputy Commissioner of Planning and Community Development.

APPROVED AS TO FORM:

1/14/26

MEETING DATE

Aye

Nay

MEMBERS PRESENT:

Chair Patterson-Howard ✓

Vice Chair Thompson ✓

Treasurer Spruill ✓

Assistant Treasurer Morton A

Member Johnson ✓

4

0



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1857

Agenda Date: 1/14/2026

Agenda #: 21.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Mayor to Accept Grant Funds from the Mount Vernon Urban Renewal Agency \$233,193.00 for a Three-Year Period and to Continue Funding Grant-Funded Budget Specialist I Position - (for the Period January 1, 2026, through December 31, 2028, currently included in the City's 2026 Annual Estimates (Budget) under Budget Expenditure Code A8020.101. Said grant funds shall be used exclusively to support the continued funding of the position of Budget Specialist I (Grant Funded) within the Department of Planning and Community Development, including salary and allowable administrative costs, as permitted by HUD regulations. The City of Mount Vernon shall continue to provide fringe benefits for the Budget Specialist I position as a partial match to the grant funding, in an estimated amount of \$167,898.96 over the three-year grant period, to be paid from budget code ranges 9010 through 9070, subject to annual budget appropriations); be, and the same is hereby approved.

City Council:

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

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

Whereas, the City of Mount Vernon receives federal housing and community development funds

administered by the United States Department of Housing and Urban Development (“HUD”), including the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Continuum of Care (CoC), and HOME-ARP programs; and

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

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

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

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

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

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

Whereas, the City’s financial commitment for fringe benefits associated with said position is estimated to be \$167,898.96 over the three-year grant period, under budget code ranges 9010 through 9070; and

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

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

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

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

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

Section 2. Purpose of Grant Funds. Said grant funds shall be used exclusively to support the continued funding of the position of Budget Specialist I (Grant Funded) within the Department of Planning

and Community Development, including salary and allowable administrative costs, as permitted by HUD regulations.

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

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

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

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

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



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

JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

PAMELA J. TARLOW, ESQ.
DEPUTY COMMISSIONER

December 30, 2025

VIA EMAIL

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

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

Dear Honorable Members:

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

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

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

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

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

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

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





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

JAMES RAUSSE, FAICP, WEDG
 COMMISSIONER

PAMELA J. TARLOW, ESQ.
 DEPUTY COMMISSIONER

URA Grant- Funded Staff Break Down

Benefit %

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

72%

Sincerely,

JAMES RAUSSE, FAICP, WEDG

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





Urban Renewal Agency

City Hall - Roosevelt Square
Mount Vernon, New York 10550-2060
(914) 840-4029

Shawyn Patterson-Howard
Chair

Pamela J. Tarlow
Executive Director

RESOLUTION 2026-01

1. Whereas the City of Mount Vernon ("MV") is an entitlement jurisdiction and participates annually in the receipt of HUD funds; and
2. Whereas the Mount Vernon Urban Renewal Agency("MVURA") acts as the administrator of HUD funds for the City and the funds provide administrative reimbursement for the staffing needed.
3. Whereas the City Council on Wednesday, January 14, 2026 will need to accept the funds from the MVURA in an action scheduled at 7:00 pm tonight;
4. THEREFORE it is RESOLVED that the MVURA recognizes the need for a special meeting to ensure the funding continues prior to the City Council approval tonight and agrees to fund the salaries for three staff that administer the MVURA programs for a total of \$220,941 each year the MVURA receives HUD funding including a Budget Specialist 3, a Budget Specialist 1 and a portion of a 1st Deputy Commissioner of Planning and Community Development.

Shawyn Patterson-Howard

APPROVED AS TO FORM:

1/14/26

MEETING DATE

Aye

Nay

MEMBERS PRESENT:

Chair Patterson-Howard ✓

Vice Chair Thompson ✓

Treasurer Spruill ✓

Assistant Treasurer Morton A

Member Johnson ✓

4

0



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1883

Agenda Date: 1/28/2026

Agenda #: 22.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Amendment of Ordinance No. 12, Adopted by the City Council on NOVEMBER 21, 2023, entitled “AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT GRANTS FROM CITIES AND EXECUTE A TECHNICAL ASSISTANCE SERVICE AGREEMENT FOR THE ESTABLISHMENT OF THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER” - (Ordinance No. 12, as adopted by the City Council on November 21, 2023, is hereby amended to add Expense Code 8020.405, authorizing the Department of Finance to process all payments associated with and in support of the Mount Vernon Financial Empowerment Center (MVFEC); be, and the same is hereby approved.

City Council:

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

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

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

Whereas, in a letter dated January 9, 2026, [November 14, 2023], the Deputy Commissioner of the Department of Planning & Community Development formally requested authorization to

amend Ordinance No. 12, adopted by the City Council on November 21, 2023, authorizing the Mayor to accept a grant from Cities for Financial Empowerment Fund in the amounts of \$150,000 and execute a technical assistance service agreement with said organization to establish the Mount Vernon Financial Empowerment Center within the City of Mount Vernon; and

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

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

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

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

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

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

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

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

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

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

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

New Matter Underlined
Deleted Matter in Brackets []



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

JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

January 9, 2026

VIA EMAIL:

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

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

Dear Honorable Members of the City Council,

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

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

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

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

Respectfully,

A handwritten signature in black ink on a light-colored rectangular background. The signature appears to read 'Marlon Molina'.

Marlon Molina
Deputy Commissioner

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



9

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

Vote Taken As Follows: 11/28/2023

Browne: Yea Morton: Yea

Patterson-Howard: Yea

Resolution Adopted

APPROVED AS TO FORM



Assistant Corporation Counsel

ADOPTED BY
BOARD OF ESTIMATE
AND CONTRACT

APPROVED

Dept. _____



Clerk

9

12

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

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

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

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

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

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

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

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

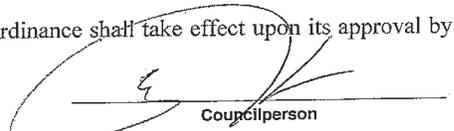
Section 2: FEC Operational Budget. The FEC's operational budget for two years, totaling \$580,000, shall be funded through \$400,000 in federal funds from the City's American Rescue Plan Act budget, \$150,000 grant from Cities for Financial Empowerment Fund, and \$30,000 from the African American Mayors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

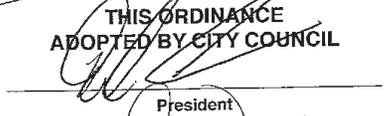
Section 3: FEC Management. Mercy University is authorized to manage the FEC and hire and train three full-time employees. The FEC will become operational in February 2023 after staff training and facilities are set up.

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

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


APPROVED AS TO FORM
Assistant Corporation Counsel


Councilperson

THIS ORDINANCE ADOPTED BY CITY COUNCIL

President

ATTEST: 
City Clerk

APPROVED
Dept. _____

APPROVED
NOV 22 2023
Date
By 
Mayor

Vote Taken As Follows: 11/21/2023
Copeland: Yea Gleason: Yea
Poteat: Yea Thompson: Yea
Browne: Yea Ordinance Adopted

12



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1882

Agenda Date: 1/28/2026

Agenda #: 23.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Amendment of Ordinance No. 8, Adopted by the City Council on JANUARY 10, 2024, entitled “AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT A GRANT FROM THE AFRICAN AMERICAN MAYORS ASSOCIATION IN SUPPORT OF THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER” - (Ordinance No. 8, as adopted by the City Council on January 10, 2024, is hereby amended to add Expense Code 8020.405, authorizing the Department of Finance to process all payments associated with and in support of the Mount Vernon Financial Empowerment Center (MVFEC); be, and the same is hereby approved.

City Council:

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

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

Section 1. The first decretal paragraph of Ordinance No. 8, adopted on January 10, 2024, entitled “AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT A GRANT FROM THE AFRICAN AMERICAN MAYORS ASSOCIATION IN SUPPORT OF THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER,” is hereby amended, and an additional paragraph is added to include the required expense code, as follows:

Whereas, in a letter dated January 9, 2026, [January 2, 2024], the Deputy Commissioner of the Department of Planning & Community Development formally requested authorization to amend Ordinance No. 8, adopted by the City Council on January 10, 2024, authorizing the Mayor to accept a grant in the amount of \$30,000.00 from the African American Mayors Association (“AAMA”) to support

the operation of the Mount Vernon Financial Empowerment Center. The Department of Planning and Community Development will work with Cities for Financial Empowerment Fund (“CFEF”) and Mercy University to launch the new Mount Vernon Financial Empowerment Center (“FEC”) within the City of Mount Vernon; and

WHEREAS, Ordinance No. 8, as adopted by the City Council on January 10, 2024, is hereby amended to add Expense Code 8020.405, authorizing the Department of Finance to process all payments associated with and in support of the Mount Vernon Financial Empowerment Center (MVFEC).

WHEREAS, the grant from AAMA will supplement the FEC operational budget. The FEC is also funded through \$400,000 in federal funds from the City’s American Rescue Plan Act budget and a \$150,000 grant from Cities for Financial Empowerment Fund; and

WHEREAS, in anticipation of receiving the grant, the City requests approval to enact legislation authorizing the Mayor to accept the grant; and

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

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

Section 1. Authorization to Accept Grant and Execute Agreement. The City Council hereby authorizes the Mayor to accept a grant in the amount of \$30,000.00 from the African American Mayors Association (“AAMA”) to support the operation of the Mount Vernon Financial Empowerment Center. The Department of Planning and Community Development will work with Cities for Financial Empowerment Fund (“CFEF”) and Mercy University to launch the new Mount Vernon Financial Empowerment Center (“FEC”) within the City of Mount Vernon.

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

Section 3. FEC Management. Mercy University is authorized to manage the FEC and hire and train three full-time employees.

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

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

New Matter Underlined
Deleted Matter in Brackets []



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

JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

January 9, 2026

VIA EMAIL:

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

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

Dear Honorable Members of the City Council,

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

The City Council previously legislation related to the MVFEC Ordinance 8 approved on January 10, 2024. A copy of ordinance is attached for reference. While this approval authorized the City to receive funds to support the underlying programmatic and contractual framework, the inclusion of expense code 8020.405 is now necessary to ensure proper fiscal processing and continuity of payments associated with the operation and administration of the MVFEC.

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

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

Respectfully,

A handwritten signature in black ink on a light-colored background, appearing to read "Marlon Molina".

Marlon Molina
Deputy Commissioner

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



8

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT A GRANT FROM THE AFRICAN AMERICAN MAYORS ASSOCIATION IN SUPPORT OF THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER

WHEREAS, by letter dated January 2, 2024, the Commissioner of the Department of Planning and Community Development has requested legislation be enacted authorizing the Mayor to accept a grant in the amount of \$30,000.00 from the African American Mayors Association ("AAMA") to support the operation of the Mount Vernon Financial Empowerment Center. The Department of Planning and Community Development will work with Cities for Financial Empowerment Fund ("CFEF") and Mercy University to launch the new Mount Vernon Financial Empowerment Center ("FEC") within the City of Mount Vernon; and

WHEREAS, the grant from AAMA will supplement the FEC operational budget. The FEC is also funded through \$400,000 in federal funds from the City's American Rescue Plan Act budget and a \$150,000 grant from Cities for Financial Empowerment Fund; and

WHEREAS, in anticipation of receiving the grant, the City requests approval to enact legislation authorizing the Mayor to accept the grant; and

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

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

Section 1: Authorization to Accept Grant and Execute Agreement. The City Council hereby authorizes the Mayor to accept a grant in the amount of \$30,000.00 from the African American Mayors Association ("AAMA") to support the operation of the Mount Vernon Financial Empowerment Center. The Department of Planning and Community Development will work with Cities for Financial Empowerment Fund ("CFEF") and Mercy University to launch the new Mount Vernon Financial Empowerment Center ("FEC") within the City of Mount Vernon.

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

Section 3: FEC Management. Mercy University is authorized to manage the FEC and hire and train three full-time employees.

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

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

[Signature] Councilperson

APPROVED AS TO FORM

[Signature] Assistant Corporation Counsel

THIS ORDINANCE ADOPTED BY CITY COUNCIL

[Signature] President

ATTEST:

[Signature] City Clerk

APPROVED

JAN 11 2024

Date

[Signature] Mayor

APPROVED

Dept. _____

Vote Taken As Follows: 1/10/2024

Boxhill: Yea Brownne: Yea Poteat: Yea Thompson: Yea Gleason: Yea Ordinance Adopted

8



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1876

Agenda Date: 1/28/2026

Agenda #: 24.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Amendment of Ordinance No. 31, Adopted by the City Council on AUGUST 14, 2025, entitled “AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT AMENDMENT WITH THE CITIES FOR FINANCIAL EMPOWERMENT FUND TO INCORPORATE LEGACY PLANNING SERVICES IN THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER” - (Ordinance No. 31, as adopted by the City Council on August 14, 2025, is hereby amended to add Expense Code 8020.405, authorizing the Department of Finance to process all payments associated with and in support of the Mount Vernon Financial Empowerment Center (MVFEC); be, and the same is hereby approved.

City Council:

**AN ORDINANCE AMENDING ORDINANCE NO. 31,
ADOPTED BY THE CITY COUNCIL ON AUGUST 14,
2025, ENTITLED “AN ORDINANCE AUTHORIZING THE
MAYOR TO EXECUTE A CONTRACT AMENDMENT WITH
THE CITIES FOR FINANCIAL EMPOWERMENT FUND TO
INCORPORATE LEGACY PLANNING SERVICES IN THE
MOUNT VERNON FINANCIAL EMPOWERMENT CENTER”**

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

Section 1. The first decretal paragraph of Ordinance No. 31, adopted on August 14, 2025, entitled “AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT AMENDMENT WITH THE CITIES FOR FINANCIAL EMPOWERMENT FUND TO INCORPORATE LEGACY PLANNING SERVICES IN THE MOUNT VERNON FINANCIAL EMPOWERMENT CENTER,” is hereby amended, and an additional paragraph is added to include the required expense code, as follows:

Whereas, in a letter dated January 8, 2026, [August 4, 2025], the Deputy Commissioner of the

Department of Planning & Community Development formally requested authorization to amend Ordinance No. 31, adopted by the City Council on August 14, 2025, authorizing the Mayor to execute the “First Grant Amendment,” dated June 1, 2025, with the Cities for Financial Empowerment Fund, amending the original FEC Implementation Grant Agreement dated February 1, 2024, to incorporate Legacy Planning Services into the Mount Vernon Financial Empowerment Center; and

WHEREAS, Ordinance No. 31, as adopted by the City Council on August 14, 2025, is hereby amended to add Expense Code 8020.405, authorizing the Department of Finance to process all payments associated with and in support of the Mount Vernon Financial Empowerment Center (MVFEF).

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

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

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

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

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

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

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

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

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

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

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

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

New Matter Underlined

Deleted Matter in Brackets []



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

JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

January 9, 2026

VIA EMAIL:

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

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

Dear Honorable Members of the City Council,

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

The City Council previously legislation related to the MVFEC Ordinance 31 approved on August 14, 2025. A copy of ordinance is attached for reference. While this approval authorized the City to receive funds to support the underlying programmatic and contractual framework, the inclusion of expense code 8020.405 is now necessary to ensure proper fiscal processing and continuity of payments associated with the operation and administration of the MVFEC.

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

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

Respectfully,

A handwritten signature in black ink on a light-colored background, appearing to read "Marlon Molina".

Marlon Molina
Deputy Commissioner

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

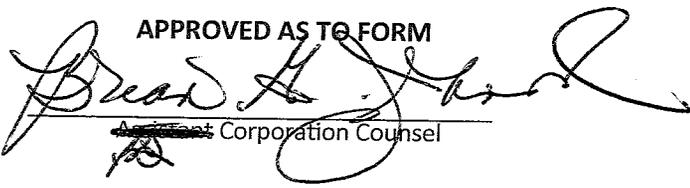


AUG 19 2025

22

RESOLVED, that a resolution adopted by the City Council on August 14, 2025, and signed by the Mayor on August 15, 2025, authorizing the Mayor to Execute a Contract Amendment with the Cities for Financial Empowerment Fund to Incorporate Legacy Planning Services into the Mount Vernon Financial Empowerment Center – (the additional grant funding of Fifty Thousand Dollars (\$50,000) shall be deposited in Revenue Code A2705.1 “Gifts and Donations” and shall be appropriated in accordance with the updated Scope of Work and Budget provided in the amendment); be, and the same is hereby approved.

Vote Was Taken As Follows: 8/19/2025
Morton: Yea Browne: Yea
Poteat: Yea
Resolution: Adopted

APPROVED AS TO FORM

~~Brad H. Johnson~~ Corporation Counsel

ADOPTED BY
BOARD OF ESTIMATE
AND CONTRACT

Clerk

22

AUG 13 2025

34

NOT
ADOPTED

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

AUG 14 2025

31

SPECIAL

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

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

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

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

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

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

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

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

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

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

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

AUG 13 2025

34

NOT
ADOPTED

AUG 14 2025

31

SPECIAL

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

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

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

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

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED
AUG 15 2025
Date

BY

Mayer

Page | 2

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Councilperson

THIS ORDINANCE
ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1887

Agenda Date: 1/28/2026

Agenda #: 25.

Board of Estimate & Contract:

RESOLVED, that an Ordinance adopted by the City Council on January 14, 2026, and signed by the Mayor on January 15, 2026, authorizing the Comptroller to Extend the Agreement with PFK O'Connor Davies, LLP for Independent Auditing Services for Fiscal Years 2021 and 2022 - (the proposed cost for the completion of the Fiscal Year 2021 audit is \$110,000, and the proposed cost for the completion of the Fiscal Year 2022 audit is \$115,000 and payment for the services authorized herein shall be made from the appropriate budgeted accounts for professional audit services, as certified by the Comptroller); be, and the same is hereby approved.

City Council:

AN ORDINANCE AUTHORIZING THE COMPTROLLER TO EXTEND THE AGREEMENT WITH PFK O'CONNOR DAVIES, LLP FOR INDEPENDENT AUDITING SERVICES FOR FISCAL YEARS 2021 AND 2022

Whereas, in correspondence dated January 14, 2026, the Comptroller formally requested authorization to extend the City's agreement with PFK O'Connor Davies, LLP to provide independent auditing services for Fiscal Years 2021 and 2022, in substantially the form presented to the City Council; and

Whereas, the City of Mount Vernon is required by law and sound fiscal practice to obtain annual independent audits of its financial statements; and

Whereas, PFK O'Connor Davies, LLP has served as the City of Mount Vernon's independent auditor for several years and possesses significant institutional knowledge of the City's financial operations; and

Whereas, under normal circumstances, the City would issue a Request for Proposals (RFP) for independent auditing services every five (5) years; and

Whereas, the City is currently experiencing fiscal challenges and is working to regain timeliness and compliance with required annual financial reporting; and

Whereas, transitioning to a new auditing firm at this time could result in additional delays,

increased costs, and loss of institutional continuity during a critical period of fiscal recovery; and

Whereas, maintaining continuity with the current independent auditor will promote efficiency, cost control, and timely completion of outstanding audits; and

Whereas, the Comptroller has recommended that the City extend its agreement with PFK O'Connor Davies, LLP to complete the independent audits for Fiscal Years 2021 and 2022; and

Whereas, the proposed cost for the completion of the Fiscal Year 2021 audit is One Hundred Ten Thousand Dollars (\$110,000), and the proposed cost for the completion of the Fiscal Year 2022 audit is One Hundred Fifteen Thousand Dollars (\$115,000); and

Whereas, sufficient funds for these services are available within the appropriate budgeted accounts for professional auditing services;

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

Section 1. Authorization. The Comptroller of the City of Mount Vernon is hereby authorized to extend the City's agreement with PFK O'Connor Davies, LLP to provide independent auditing services for Fiscal Years 2021 and 2022, in substantially the form presented to the City Council.

Section 2. Compensation. The total compensation authorized under this Ordinance shall not exceed One Hundred Ten Thousand Dollars (\$110,000) for Fiscal Year 2021 and One Hundred Fifteen Thousand Dollars (\$115,000) for Fiscal Year 2022, subject to the availability of appropriated funds.

Section 3. Funding. Payment for the services authorized herein shall be made from the appropriate budgeted accounts for professional audit services, as certified by the Comptroller.

Section 4. Compliance with Law. The extension authorized by this Ordinance shall be subject to all applicable federal, state, and local laws, rules, and regulations.

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

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



CITY OF MOUNT VERNON, N.Y.
OFFICE OF THE COMPTROLLER

Darren M. Morton, Ed.D., CPRP, CMFO
Comptroller

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2303

January 14, 2026

Honorable Members of the City Council
1 Roosevelt Square - City Hall
Mount Vernon, NY 10550

Re: COMP2026 – 1 - Extension of PFK O'Connor
Davies for Independent Auditing Services for the
2021 & 2022

Dear Honorable Members of the City Council,

I respectfully submit this letter requesting authorization for the Comptroller to extend the City of Mount Vernon's agreement with PFK O'Connor Davies, LLP to provide independent auditing services for the **2021 and 2022 fiscal years**.

PFK O'Connor Davies has served as the City's independent auditor for several years. Under normal circumstances, the City would issue a Request for Proposals (RFP) to solicit auditing services every five years. However, given the City's current fiscal challenges and the need to regain timeliness and compliance with required annual financial reporting, it is my professional recommendation that we maintain continuity with our current auditor until the City is fully current with its outstanding audits.

Maintaining the existing auditor will allow for greater efficiency, institutional knowledge, and cost control, while minimizing additional delays that could result from transitioning to a new firm during this critical period.

The proposed costs for completing the audits are **\$110,000 for Fiscal Year 2021** and **\$115,000 for Fiscal Year 2022**. Funding for these services will be supported through the appropriate budgeted accounts for professional audit services.

Should you have any questions or require additional information, please do not hesitate to contact the Office of the Comptroller.

Thank you for your thoughtful consideration of this request.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dr. Darren M. Morton". The signature is fluid and cursive, with a large initial "D" and "M".

Dr. Darren M. Morton Ed. D., CPRP. CMFO
Comptroller

cc: Mayor
Law Department

December 6, 2024

The Honorable Shawyn Patterson-Howard, Mayor
The Honorable Darren Morton, Comptroller
The Honorable Cathlin B. Gleason, City Council President
and Members of the City Council
City of Mount Vernon
City Hall – Roosevelt Square
Mount Vernon, New York 10550

Dear Mayor Patterson-Howard, Comptroller Morton and Council President Gleason:

This letter sets forth our understanding of the terms and objectives of our engagement, and the nature and scope of the services we will provide to the City of Mount Vernon ("the Entity").

Prior to the commencement of our audit(s) we may not know if an audit performed in accordance with the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards ("Uniform Guidance") is required. Consequently, this letter includes the words "if applicable" next to relevant single audit communication requirements.

Audit scope and objectives

We will audit the Entity's statements of the governmental activities, the discretely presented component unit, each major fund and the aggregate remaining fund information and the disclosures, which collectively comprise the basic financial statements of the Entity as of and for the years ended December 31, 2021 and 2022 and issue our report thereon as soon as reasonably possible after completion of our work.

Accounting standards generally accepted in the United States of America ("US GAAS") provide for certain required supplementary information ("RSI"), such as management's discussion and analysis ("MD&A"), to supplement the Entity's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Entity's RSI in accordance with US GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by US GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedule of Changes in Total OPEB Liability and Related Ratios
- Schedules of Contributions and Proportionate Share of the Net Pension Liability

We have also been engaged to report on supplementary information other than the RSI that accompanies the Entity's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with US GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- Combining and Individual Fund Financial Statements and Schedules
- Schedule of Expenditure of Federal Awards (if applicable)

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct the audit in accordance with US GAAS, the standards for financial audits contained in Government Auditing Standards ("GAGAS") issued by the Comptroller General of the United States (if applicable), and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"), and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance (if applicable), and other procedures we consider necessary to enable us to express such opinions and to render the required reports. As part of an audit in accordance with US GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. The aforementioned standards require that we obtain reasonable, rather than absolute, assurance that the financial statements are free of material misstatement, whether caused by error or fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the Entity's or to acts by management or employees acting on behalf of the Entity. Because the determination of abuse is subjective, GAGAS do not expect auditors to provide reasonable assurance of detecting abuse. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may exist and not be detected by us even though the audit is properly

planned and performed in accordance with U.S. generally accepted accounting principles (“US GAAS”) and GAGAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements and on those programs we have determined to be major programs (if applicable). However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting or misappropriation of assets and any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit (if applicable). We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also include, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Entity’s ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

If our opinion on either the financial statements or the Single Audit compliance (if applicable) is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion(s), we may decline to express an opinion or decline to issue a report as a result of the engagement.

In making our risk assessments, we consider internal control relevant to the Entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity’s internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to GAGAS (if applicable). An audit is also not designed to identify significant deficiencies or material weaknesses. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control and other internal control related matters relevant to the audit of the financial statements that we have identified during the audit, as required by US GAAS, GAGAS and Uniform Guidance (if applicable).

The reports on internal control and compliance (if applicable) will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with GAGAS in considering internal control over financial reporting and compliance and Uniform Guidance in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form (if applicable) that summarize our audit findings. It is management’s responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary

schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit.

We will also communicate with those charged with governance any (a) fraud involving senior management and other fraud that causes a material misstatement of the financial statements; (b) violations of laws or governmental regulations that come to our attention (unless they are clearly inconsequential); (c) disagreements with management and other serious difficulties encountered in performing the audit; and, (d) various matters related to the Entity's accounting policies and financial statements.

Audit Procedures – Internal Control

We will obtain an understanding of the Entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements and the supplementary information, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards

The objective for our audit also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with GAGAS.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with Uniform Guidance, Audits of States, Local Governments and Non-Profit Organizations (if applicable).

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Entity's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to GAGAS.

Uniform Guidance (if applicable) requires that we also plan and perform the audit to obtain reasonable assurance about whether the Entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "Uniform Guidance Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the Entity's major programs. The purpose of these procedures will be to express an opinion on the Entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Guidance. As required by Uniform Guidance, we will also perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we

consider relevant to prevent or detect material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Uniform Guidance.

Reporting

We will issue a written report upon completion of our audit of the Entity's financial statements and written reports required with audits performed in accordance with GAGAS and the Uniform Guidance (if applicable). Our reports will be addressed to management or those charged with governance of the Entity. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

Other Services

We will also prepare the financial statements of Entity in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Supplementary Information

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements, including all disclosures, RSI and supplementary information, in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements and supplementary information to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the RSI and supplementary information in accordance with US GAAP; (2) you believe the RSI and supplementary information, including its form and content, is fairly presented in accordance with US GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the RSI and supplementary information.

Management is responsible for management decisions and assuming all management responsibilities; for designating an individual with suitable skill, knowledge, and/or experience to oversee *financial statement preparation* or other non-attest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of Uniform Guidance (if applicable). As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards (if applicable), and related notes. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. You are responsible for making all management decisions and assuming all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and related notes, and for accepting full responsibility for such decisions.

In order to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements, management is responsible for establishing and maintaining effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities.

Management's responsibilities also include identifying any significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the Entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Entity received in communications from employees, former employees, grantors, regulators or others. In addition, you are responsible for identifying and ensuring that the Entity complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. Additionally, as required by Uniform Guidance (if applicable), it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the audit objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Entity is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

It is expected that all or a majority of the audit will be conducted remotely. Management is responsible for ensuring that all electronically provided documents and records are complete and accurate reproductions of the original documents and records. For any part of the engagement performed on premises, management is responsible for ensuring that all applicable safeguards are in place in accordance with Centers for Disease Control guidance and any state and local regulations and guidelines. PKF O'Connor Davies holds the right to not perform work onsite if we consider the onsite conditions unsafe for any reason. Management, in coordination with PKF O'Connor Davies, is responsible to arrange for alternative methods for audit procedures that must be performed on the Company's or a third-party's premises.

At the conclusion of the engagement, we will request from management written confirmation concerning representations made to us in connection with the audit. The representation letter, among other things, will confirm management's responsibility for: (1) the preparation of the financial statements in conformity with US GAAP, (2) the availability of financial records and related data, and (3) the completeness and availability of all minutes of board meetings. Management's representation letter will further confirm that: (1) the effects of any uncorrected misstatements aggregated by us during the engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, and (2) we have been informed of, or that there were no incidences of, fraud involving management or those employees who have significant roles in the Entity's internal control. You will also be required to acknowledge in the management representation letter, when applicable, our assistance with preparation of the financial statements and related schedules, RSI and the schedule of expenditures of federal awards (if applicable) and that you have reviewed and approved the financial statements, aforementioned schedules and RSI, and related notes prior to their issuance and have accepted responsibility for them. We will place reliance on these representations in issuing our report.

In the event that we become obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, as a direct or indirect result of an intentional, knowing or reckless misrepresentation or provision to us of inaccurate or incomplete information by the Entity or, any elected official, member of management or employee thereof in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us against such obligations.

To the best of your knowledge, you are unaware of any facts which might impair our independence with respect to this engagement.

The financial statements are the property of the Entity and can be reproduced and distributed as management desires. However, you must notify us in advance and obtain our approval if you intend to make reference to our firm in a document that includes our auditors' report on the financial statements. Because our engagement does not contemplate the foregoing, there may be an additional fee in connection with our review of any such documents. In the event our auditor/client relationship has been terminated when the Entity seeks such consent, we will be under no obligation to grant such consent or approval.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We understand that your accounting department personnel will assist us to the extent practicable in completing the audit. They will provide us with detailed trial balances, supporting schedules, and other information we deem necessary. A list of these schedules and other items of information will be furnished to you before we begin the audit. The timely and accurate completion of this information is an essential condition to our completion of the audit and the issuance of the audit report.

We keep documents related to this engagement in accordance with our records retention policy and applicable regulations or for any additional period requested by the applicable cognizant agency. If we are aware that a federal awarding agency or the Entity is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. We do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. Management, however, has final responsibility for reviewing the proposed entries and understanding the nature and impact of the proposed entries to the financial statements. It is our understanding that management has designated qualified individuals with the necessary expertise to be responsible and accountable for overseeing the acceptance and processing of such journal entries.

Non-reliance on oral advice

It is our policy to put all advice on which a client intends to rely in writing. We believe that is necessary to avoid confusion and to make clear the specific nature and limitations of our advice. You should not rely on any advice that has not been put in writing by our firm after a full supervisory review.

Electronic and other communication

During the course of the engagement, we may communicate with you or with Entity personnel via fax or e-mail. You should be aware that communication in those media may be unsafe to use and contains a risk of misdirection and/or interception by unintended third parties, or failed delivery or receipt. In that regard, you agree that we shall have no liability for any loss or damage to any person or Entity resulting from the use of e-mail or other electronic transmissions, including any consequential, incidental, direct, indirect or special damages.

Access to working papers

During the course of this engagement, we will develop files of various documents, schedules and other related engagement information known as our working papers. As we are sure you can appreciate, these working papers may contain confidential information and our firm's proprietary data. You understand and agree that these working papers are, and will remain, our exclusive property. Except as discussed below, any requests for access to our working papers will be discussed with you before making them available to requesting parties:

- (1) Our firm, as well as other accounting firms, participates in a peer review program covering our audit and accounting practices. This program requires that once every three years we subject our system of quality control to an examination by another accounting firm. As part of this process, the other firm will review a sample of our work. It is possible that the work we perform for you may be selected

for review. If it is, the other firm is bound by professional standards to keep all information confidential.

- (2) We may be requested to make certain working papers available to regulators pursuant to authority given to them by law, regulation or subpoena. Such regulators may include (i) a federal agency providing direct or indirect funding or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities; (ii) the American Institute of Certified Public Accountants; and (iii) the State Board of Accountancy. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to them. The regulator may intend, or decide, to distribute the photocopies or information contained therein to others, including other government agencies.

Fees and billing

The components of our fees for each of the next two years are detailed below:

	<u>2021</u>	<u>2022</u>
Basic fee including single audit and conversion of fund level information to the government-wide financial statements (1)(2)	<u>\$ 110,000</u>	<u>\$ 115,000</u>

- (1) Excludes separate audits conducted for the City's Urban Renewal Agency and Board of Water Supply.**
- (2) The above quoted fee includes the compliance audit of two major programs per fiscal year in accordance with Uniform Grant Guidance. If the City requires more than two major programs to be audited per fiscal year, it will be an additional cost of \$5,000 per program per year.**

The fee is based on anticipated cooperation from your personnel, audit condition of the books and records and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our fees for these services are due and payable under the payment schedule which follows. Invoices for additional amounts that may be incurred for these and other services will be rendered as such work progresses and are payable upon presentation.

<u>Payments will be due</u>	<u>Percentage</u>
Upon completion of our audit field work	75%
Upon submission of the final report and management letter	<u>25%</u>
	<u>100%</u>

Our average standard hourly billing rates are shown below. Actual rates may vary by department and staff experience levels.

Level	2024
Sr. Partner/Partner	\$350-340
Director	\$300-290
Manager	\$275-260
Supervisor	\$250-240
Senior Accountant	\$225-215
Associate	\$175-165

Liability

Any and all claims by the Entity arising under this engagement must be commenced by the Entity within one year following the date on which our firm delivered our report on the financial statements associated with this engagement, or the date the Entity is informed of the engagement's termination in the event our report is not delivered, for any reason.

You agree to indemnify our firm, its partners, principals and employees, to the fullest extent permitted by law for any expense, including compensation for our time at our standard billing rates and reimbursement for our out-of-pocket expenses and reasonable attorneys' fees, incurred in complying with or responding to any request (by subpoena or otherwise) for testimony, documents or other information concerning the Entity by any governmental agency or investigative body or by a party in any litigation or dispute other than litigation or disputes involving claims by the Entity against the firm. This indemnification will survive termination of this engagement.

Dispute resolution

Any claim or controversy ("dispute") arising out of or relating to this engagement, the services provided thereunder, or any other services provided by or on behalf of the firm or any of its subcontractors or agents to the Entity or at its request (including any dispute involving any person or Entity for whose benefit the services in question are or were provided), shall first be submitted in good faith for mediation administered by the American Arbitration Association ("AAA") under its Mediation Rules. Each party shall bear its own costs in the mediation. Absent an agreement to the contrary, the fees and expenses of the mediator shall be shared equally by the parties.

If the dispute is not resolved by mediation within 90 days of its submission to the mediator, then, and only then, the parties shall submit the dispute for arbitration administered by the American Arbitration Association under its Professional Accounting and Related Services Dispute Resolution Rules (the "Rules"). The arbitration will be conducted before a single arbitrator selected from the AAA's Panel of Accounting Professionals and Attorneys and shall take place in New York, New York.

Any discovery sought in connection with the arbitration must be expressly approved by the arbitrator upon a showing of substantial need by the party seeking discovery.

All aspects of the arbitration shall be treated as confidential. The parties and the arbitrator may disclose the existence, content or result of the arbitration only as expressly provided by the Rules.

The arbitrator shall issue his or her final award in a written and reasoned decision to be provided to each party. In his or her decision, the arbitrator will declare one party the prevailing party. The arbitrator shall have the power to award to the prevailing party reasonable legal fees associated with the arbitration and prior mediation. The arbitrator shall have no authority to award non-monetary or equitable relief of any sort.

The arbitrator shall not have authority to award damages that are punitive in nature, or that are not measured by the prevailing party's actual compensatory loss.

The award reached as a result of the arbitration will be binding on the parties and confirmation of the arbitration award may be sought in any court having jurisdiction.

This engagement will be governed by the laws of the State of New York, without giving effect to any provisions relating to conflict of laws that would require the laws of another jurisdiction to apply.

Corporate Transparency Act/Beneficial Ownership Reporting

Assisting you with your compliance with the Corporate Transparency Act ("CTA"), including beneficial ownership information ("BOI") reporting, is not within the scope of this engagement. You have sole responsibility for your compliance with the CTA, including its BOI reporting requirements and the collection of relevant ownership information. We shall have no responsibility resulting from your failure to comply with CTA. Information regarding the BOI reporting requirements can be found at <https://www.fincen.gov/boi>. Consider consulting with legal counsel if you have questions regarding the applicability of the CTA's reporting requirements and issues surrounding the collection of relevant ownership information.

Hosting services

In order to maintain our independence in accordance with the AICPA's Code of Professional Conduct, we cannot host or maintain any client information. You are expected to retain all financial and non-financial information including anything you upload to a portal and are responsible for downloading and retaining anything we upload in a timely manner. Portals are only meant as a method of transferring data, are not intended for the storage of client information, and may be deleted at any time. You are expected to maintain control over your accounting systems to include the licensing of applications and the hosting of said applications and data. We do not provide electronic security or back-up services for any of your data or records. Giving us access to your accounting system does not make us hosts of information contained within.

Employment of firm partner or professional employee

The Entity acknowledges that hiring current or former PKF O'Connor Davies personnel participating in the engagement may be perceived as compromising our objectivity, and depending on the applicable professional standards, impairing our independence in certain circumstances. Accordingly, prior to entering into any employment discussions, with such known individuals, you agree to discuss the potential employment, including any applicable independence ramifications, with the engagement partner responsible for the services.

In addition, during the term of this Engagement Letter and for a period of one (1) year after the services are completed, we both agree not to solicit, directly or indirectly, or hire the other's personnel participating in the engagement without express written consent. If this provision is violated, the violating party will pay the other party a fee equal to the hired person's annual salary in effect at the time of the violation to reimburse the estimated costs of hiring and training replacement personnel.

Confirmation and other

Robert Daniele is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

GAGAS require that we provide you with a copy of our most recent external peer review report, and any subsequent peer review reports received during the period of the contract. Our latest peer review report accompanies this letter.

We will provide copies of our reports to the Entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Our audit engagement for each year ends on delivery of our audit report covering that year. Requests for services other than those included in this engagement letter will be agreed upon separately.

PKF O'Connor Davies LLP ("LLP") and PKF O'Connor Davies Advisory LLC ("Advisory") practice in an alternative practice structure in accordance with applicable law, regulations and professional standards. LLP provides attest services to its clients. Advisory is not a registered CPA firm and does not provide audit or attest services. LLP has a contractual arrangement with Advisory, whereby Advisory provides LLP with professional and support personnel to perform professional services on behalf of LLP. In connection with our services, we may share information that we currently have and/or receive in the future between LLP and Advisory. Unless you indicate otherwise, your acceptance of the terms of this engagement shall be understood by us as your consent for LLP, Advisory and its employees to share confidential information between LLP and Advisory. LLP and Advisory have policies in place that require their employees to maintain as confidential all client information that is not otherwise publicly available.

All rights and obligations set forth herein shall become the rights and obligations of any successor firm to PKF O'Connor Davies, LLP by way of merger, acquisition or otherwise.

If this letter correctly expresses your understanding of the terms of our engagement, including our respective responsibilities, please sign the enclosed copy where indicated and return it to us.

We are pleased to have this opportunity to serve you.

Very truly yours,

PKF O'Connor Davies, LLP

PKF O'Connor Davies, LLP

/Enc.

The services and terms described in the foregoing letter are in accordance with our requirements and are acceptable to us.

CITY OF MOUNT VERNON, NEW YORK

BY: _____

TITLE: _____

DATE: _____

PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

* * *



REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

January 25, 2024

To the Partners of PKF O'Connor Davies, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of PKF O'Connor Davies, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act; audits of employee benefit plans; and examinations of services organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Davie Kaplan, CPA, P.C.
1000 First Federal Plaza · Rochester, New York 14614
Tel: 585-454-4161 · Fax: 585-454-2573 · www.daviekaplan.com

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of PKF O'Connor Davies, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. PKF O'Connor Davies, LLP has received a peer review rating of *pass*.

Davie Kaplan, CPA, P.C.

DAVIE KAPLAN, CPA, P.C.

Davie Kaplan, CPA, P.C.
Certified Public Accountants



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 -1888

Agenda Date: 1/20/2026

Agenda #: 26.

Board of Estimate & Contract:

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

DEPARTMENT OF PUBLIC WORKS		
Position:	From:	To:
Commissioner of Public Works	\$124,467.85	\$117,227.93
Senior Account Clerk	\$78,504.01	\$78,540.01

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 as follows:

DEPARTMENT OF PUBLIC WORKS		
<u>Position:</u>	<u>From:</u>	<u>To:</u>
Commissioner of Public Works - Administration	\$124,467.85	\$117,227.93
Senior Account Clerk	\$78,504.01	\$78,540.01

and be it further,

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



City of Mount Vernon, New York

Staff Report

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10550
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File #: TMP -1889

Agenda Date: 1/20/2026

Agenda #: 27.

Board of Estimate & Contract:

RESOLVED, that Resolution No. 9, adopted by this Board of Estimate & Contract on December 30, 2025, is hereby amended as follows:

DEPARTMENT OF PUBLIC WORKS		
Position:	From:	To:
Laborer	\$68,807.94	\$53,474.73
Laborer	\$70,914.35	\$73,020.76
Skilled Laborer - DPW	\$ -	\$1.00
Skilled Laborer - Police (7, each)	\$ -	\$81,398.31
Skilled Laborer - Police (2, each)	\$ -	\$78,563.90

and be it further,

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

RESOLVED, that Resolution No. 9, adopted by this Board of Estimate & Contract on December 30, 2025, is hereby amended as follows:

DEPARTMENT OF PUBLIC WORKS		
<u>Position:</u>	<u>From:</u>	<u>To:</u>
Laborer	\$68,807.94	\$53,474.73
Laborer	\$70,914.35	\$73,020.76
Skilled Laborer - DPW	\$ -	\$1.00
Skilled Laborer – Police (7, each at)	\$ -	\$81,398.31
Skilled Laborer – Police (2, each at)	\$ -	\$78,563.90

and be it further,

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



City of Mount Vernon, New York

Staff Report

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File #: TMP -1890

Agenda Date: 1/20/2026

Agenda #: 28.

Board of Estimate & Contract:

RESOLVED, that Resolution No. 14, adopted by this Board of Estimate & Contract on December 30, 2025, is hereby amended as follows:

DEPARTMENT OF PUBLIC WORKS		
Position:	From:	To:
Assistant Engineer - (EFC Funds)	\$ -	\$92,844.00
First Deputy Commissioner - (E)	\$ -	\$115,000.00
Deputy Commissioner	\$115,000.00	\$ -

and be it further,

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

RESOLVED, that Resolution No. 14, adopted by this Board of Estimate & Contract on December 30, 2025, is hereby amended as follows:

DEPARTMENT OF PUBLIC WORKS		
<u>Position:</u>	<u>From:</u>	<u>To:</u>
Assistant Engineer - (EFC Funded)	\$ -	\$92,844.00
First Deputy Commissioner - (EFC Funded)	\$ -	\$115,000.00
Deputy Commissioner	\$115,000.00	\$ -

and be it further,

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



City of Mount Vernon, New York

Staff Report

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File #: TMP -1891

Agenda Date: 1/20/2026

Agenda #: 29.

Board of Estimate & Contract:

A RESOLUTION AUTHORIZING PARTIAL PAYMENT NO. 19 FOR SEWER SYSTEM CLEANING & TELEVISIONING - PHASE 1 TO NATIONAL WATER MAIN CLEANING COMPANY

WHEREAS, by letter dated January 14, 2026, the Commissioner of the Department of Public Works certified that the work under Contract 122022-1 between the City of Mount Vernon (the “City”) and National Water Main Cleaning Company (the “Contractor”) for the “Sewer System Cleaning & Televisioning - Phase 1” project has been performed in a good and substantial manner by the Contractor; and

WHEREAS, the Contractor is entitled to receive Partial Payment No. 19 of Twenty-One Thousand One Hundred Nineteen Dollars and Fourteen Cents (\$21,119.14), as directed by the terms of the contract; **NOW, THEREFORE, BE IT**

RESOLVED, that the City Comptroller is hereby authorized and directed to process Partial Payment No. 19 of \$21,119.14 to National Water Main Cleaning Company, as certified by the Commissioner of Public Works. The payment draft shall be delivered to the Corporation Counsel, who will disburse the payment to the Contractor upon receipt of proof that there are no liens against the project; this payment remains subject to the filing of all required documents by the Contractor; **BE IT FURTHER**

RESOLVED, funds for this Partial Payment No. 18 of \$21,119.14 are available under Budget Codes H8120.203.C937 (Sanitary) and H8140.203.C938 (Storm), in which all funding is reimbursed via the New York State Environmental Facilities Corporation Grant.

**A RESOLUTION AUTHORIZING PARTIAL
PAYMENT NO. 19 FOR SEWER SYSTEM
CLEANING & TELEVISIONING – PHASE 1 TO
NATIONAL WATER MAIN CLEANING COMPANY**

WHEREAS, by letter dated January 14, 2026, the Commissioner of the Department of Public Works certified that the work under Contract 122022-1 between the City of Mount Vernon (the “City”) and National Water Main Cleaning Company (the “Contractor”) for the “Sewer System Cleaning & Televisioning – Phase 1” project has been performed in a good and substantial manner by the Contractor; and

WHEREAS, the Contractor is entitled to receive Partial Payment No. 19 of Twenty-One Thousand One Hundred Nineteen Dollars and Fourteen Cents (\$21,119.14), as directed by the terms of the contract; **NOW, THEREFORE, BE IT**

RESOLVED, that the City Comptroller is hereby authorized and directed to process Partial Payment No. 19 of \$21,119.14 to National Water Main Cleaning Company, as certified by the Commissioner of Public Works. The payment draft shall be delivered to the Corporation Counsel, who will disburse the payment to the Contractor upon receipt of proof that there are no liens against the project; this payment remains subject to the filing of all required documents by the Contractor; **BE IT FURTHER**

RESOLVED, funds for this Partial Payment No. 18 of \$21,119.14 are available under Budget Codes H8120.203.C937 (Sanitary) and H8140.203.C938 (Storm), in which all funding is reimbursed via the New York State Environmental Facilities Corporation Grant.



City of Mount Vernon, New York

Staff Report

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File #: TMP -1892

Agenda Date: 1/20/2026

Agenda #: 30.

Board of Estimate & Contract:

A RESOLUTION AUTHORIZING PARTIAL PAYMENT NO. 3 TO INSITUFORM TECHNOLOGIES LLC FOR YEAR TWO OF SEWER CLEANING & INSPECTION PROJECT

WHEREAS, by letter dated January 14, 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. 3 in the amount of Two Hundred Seventy Thousand One Hundred Eighty-Three Dollars and Thirty-Eight Cents (\$270,183.38); **NOW, THEREFORE, BE IT**

RESOLVED, that the City Comptroller is hereby authorized and directed to process Partial Payment No. 3 in the amount of \$270,183.38 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. 3, in the amount of \$270,183.38, are available through the Housing and Urban Development (HUD) Community Project Funding Grant under Budget Codes H8120.203 C936 and H8120.203 C945.

**A RESOLUTION AUTHORIZING PARTIAL
PAYMENT NO. 3 TO INSITUFORM
TECHNOLOGIES LLC FOR YEAR TWO OF
SEWER CLEANING & INSPECTION PROJECT**

WHEREAS, by letter dated January 14, 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. 3 in the amount of Two Hundred Seventy Thousand One Hundred Eighty-Three Dollars and Thirty-Eight Cents (\$270,183.38); **NOW, THEREFORE, BE IT**

RESOLVED, that the City Comptroller is hereby authorized and directed to process Partial Payment No. 3 in the amount of \$270,183.38 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. 3, in the amount of \$270,183.38, are available through the Housing and Urban Development (HUD) Community Project Funding Grant under Budget Codes H8120.203 C936 and H8120.203 C945.