

City of Mount Vernon, New York

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



Referral Packet - Final

Monday, January 12, 2026

7:00 PM

City Council Chambers

City Council Work Session

NICOLE BONILLA, MBA
City Clerk

JORDAN A. RIULLANO, JD
Deputy City Clerk

PRESENTATIONS**LEGISLATION AND PUBLIC WORKS**

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

Code: LPW

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

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

Code: LPW

Attachments: [Mayor Referral_NYCOM February 2026](#)

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

Code: LPW

Attachments: [Mayor Referral_USCM January 2026](#)

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

Code: LPW

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

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

Code: LPW

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

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

Code: LPW

Attachments: [010526 - Referral Letter](#)

HUMAN RESOURCES

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

Code: HR

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

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

Code: HR

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

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

Code: HR

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

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

Code: HR

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

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

Code: HR

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

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

Code: HR

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

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

Code: HR

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

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

Code: HR

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

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

Code: HR

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

16. **Youth Bureau:** 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 FAA Training Program for High School Youth Funded Through the Project Rise Grant

Code: HR

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

PUBLIC SAFETY AND CODES

17. **Consumer Protection:** Consumer Protection: Monthly Report for December 2025

Code: PSC

Attachments: [Monthly Report - December 2025](#)

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

Code: PSC

Attachments: [Referral Letter_OEM FY26 Budget Appropriations Transfer Request – OEM Auxiliary Police Unit](#)

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

Code: PSC

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

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

Code: PSC

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

FINANCE AND PLANNING

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

Code: FP

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

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

Code: FP

Attachments: [Staff Report_ Budget Specialist III 12-16-25](#)

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

Code: FP

Attachments: [Staff Report_ Budget Specialist I 12-16-25](#)

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

Code: FP

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

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

Code: FP

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

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

Code: FP

Attachments: [Referral Letter Amendment Ordinance 31 add expenditure code for FEC 1.8.2026 FEC Contract Amendment Approved Legislation 8_19_2025](#)

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

Code: FP

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



CITY OF MOUNT VERNON, N.Y.

Department of Management Services

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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

JUAN PEREZ
Commissioner Management Services

December 8, 2025

VIA EMAIL:

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

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

Honorable Council members:

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

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

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

The conference also provides:

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

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

“The Jewel of Westchester”



CITY OF MOUNT VERNON, N.Y.

Department of Management Services

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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

JUAN PEREZ
Commissioner Management Services

NASPO will provide:

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

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

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

Attendance will strengthen the City's procurement program through:

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

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

Respectfully submitted,
Juan Perez

Commissioner Management Services

cc: Mayors Office, Comptroller

[Browse More Events](#)



NASPO EXCHANGE™

Learn • Network • Partner

About



DATE

March 9, 2026



LOCATION

Disney's Coronado Springs Resort
Orlando, FL





REGISTER NOW

The Premier Procurement Conference for Procurement Professionals and Suppliers

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

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

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

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

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

Conference Objectives

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



government
procurement
professionals to
support
effective public
procurement.

BROWSE
PAST
EVENTS

Who Should Attend

This event is designed for:

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

Why Attend

Why Attend

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

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

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





CITY OF MOUNT VERNON, 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
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MALCOLM CLARK
Chief of Staff

KHENDRA K. DAVID
Deputy Chief of Staff

“The Jewel of Westchester”



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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, N.Y.
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

December 31, 2025

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

Re: Transfer of Funds

Dear Honorable City Council Members:

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

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

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

Respectfully,

Damani L. Bush
DPW Commissioner

Cc: Comptroller's Office / File
DB/lp

"The Jewel of Westchester"



BOARD OF WATER SUPPLY

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

MAYOR SHAWYN PATTERSON HOWARD

COMMISSIONER CARLTON C. SPRUILL

SUPERINTENDENT JOHN F. ARENA

CITY HALL – ROOM 2
MOUNT VERNON, NY 10550

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

January 8, 2026

VIA EMAIL:

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

RE: BOARD OF WATER SUPPLY FISCAL YEAR 2026 BUDGET

Dear Honorable Council Members:

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

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

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

Thank you for your consideration and support.

Respectfully submitted,


Carlton Spruill
Commissioner



MOUNT VERNON
THE HEART OF WESTCHESTER



BOARD OF WATER SUPPLY

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

MAYOR SHAWYN PATTERSON HOWARD

COMMISSIONER CARLTON C. SPRUILL

SUPERINTENDENT JOHN F. ARENA

CITY HALL – ROOM 2
MOUNT VERNON, NY 10550

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

January 5, 2026

VIA EMAIL:

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

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

Dear Honorable Council Members:

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

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

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

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

Respectfully submitted,


Carlton Spruill
Commissioner



MOUNT VERNON
The Quality of Our Water



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

SHAWYN PATTERSON-HOWARD
Mayor

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(914) 665-2344 – Fax: (914) 665-1373
cityofmountvernonyouthbureau@gmail.com
HTTP://youthbureau.cmvny.com
@mountvernonyb/ mvnyouthbureau

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

December 30, 2025

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

Dear Honorable Members:

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

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

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

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



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

Enclosed: Award Letter

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



Office of Children and Family Services

KATHY HOCHUL
Governor

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

August 11, 2025

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

Dear Debbie Butler:

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

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

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

Award Information

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

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

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

Contract Due Date

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

Contracting Guides & Requirements

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

Contract Management System

- You will use OCFS's online Contract Management System (CMS) during contract development and throughout the life of your contract. CMS is accessed at the following link <https://my.ny.gov/> and it is recommended that you use the Chrome internet browser.
- Information about how to use CMS is available online at <https://ocfs.ny.gov/main/contracts/cms/CMS-Contractor-Manual.pdf>. Your staff will be able to complete specific tasks based on their assigned CMS "role." Additional information on CMS roles is in the CMS Contractor Manual.
- Important: If your organization does not currently have access to CMS, or if you need to add or remove users, or change roles for your organization, please complete the CMS Authorization Form (OCFS-4821) 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, N.Y.
MOUNT VERNON YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

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

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

December 29, 2025

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

Dear Honorable Members:

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

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

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

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

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

Enclosed: Award Letter

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



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

December 18, 2025

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

Dear Ms. Burrell-Butler,

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

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

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

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



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

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY 10550
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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
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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, N.Y.
MOUNT VERNON YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY 10550
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@mountvernonyb/ mvnyouthbureau

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

December 29, 2025

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

Dear Honorable Members:

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

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

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

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

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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@mountvernonyb/ mv youthbureau

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

Enclosed: Award Letter

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



Kenneth W. Jenkins
County Executive

Ernest L. McFadden
Executive Director, Westchester County Youth Bureau

December 9, 2025

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

Dear Ms. Burrell-Butler,

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

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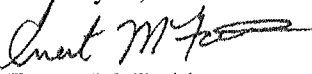
Your city will be required to submit an application and associated budget as well as an annual assessment to report on the performance measures implemented to achieve your chosen Touchstone Life Area. An agreement for services is subject to a resolution approval by the Westchester County Board of Acquisition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

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

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

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

Thank you,


Ernest McFadden
Executive Director



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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Debbie Burrell-Butler
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Dena Williams
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December 29, 2025

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

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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

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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, N.Y.
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

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

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

December 31, 2025

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

Dear Honorable Members:

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

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

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

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- 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

OCT 27 2025

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

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

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

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

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

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

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

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

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

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

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

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

8

OCT 22 2025

8

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

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

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

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

OCT 22 2025

Date

BY

Acting

Mayor

Derrick Thompson
Councilperson

THIS ORDINANCE
ADOPTED BY CITY COUNCIL

Acting President

ATTEST:

Michelle Bonilla
City Clerk



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

SHAWYN PATTERSON-HOWARD
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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

OCT 27 2025

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**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

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OCT 22 2025

8

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

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

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

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

OCT 22 2025

Date

BY

Acting

Mayor

Derrick Thompson
Councilperson

THIS ORDINANCE
ADOPTED BY CITY COUNCIL

Acting President

ATTEST:

Michelle Bonilla
City Clerk



CITY OF MOUNT VERNON, N.Y.
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
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DEBBIE BURRELL-BUTLER, MBA
Executive Director
DENA T. WILLIAMS, MPA
Deputy Director

January 5, 2026

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

Dear Honorable Members:

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

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

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

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

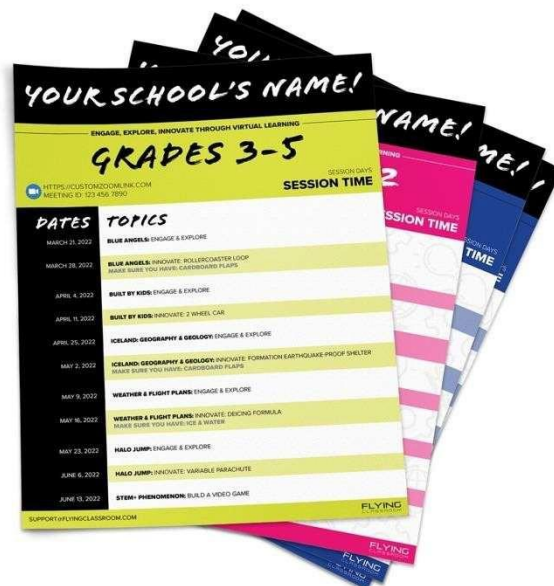
Proposed Program Framework:

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, N.Y.
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

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January 5, 2026

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Executive Director, MBA

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Enclosed: Program Framework and Tentative Schedule

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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.

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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, NY
OFFICE OF CONSUMER PROTECTION
BUREAU OF WEIGHTS AND MEASURES



Monthly Report - December 2025

Shawyn Patterson-Howard, Mayor
Michael Paulercio, Director

Office of Consumer Protection Weights and Measures Monthly Report-2025

The Office of Consumer Protection finished up the year on a high note. Two locations were inspected with the Office of Cannabis Management and cannabis items were found in both locations. The first location, 665 East Lincoln Ave. was locked down by Cannabis Management (2nd time this year), and the other at 153 Mt. Vernon Ave., which had over 100 outdated snack items removed from the shelves. A hearing was held for the Mt. Vernon Ave. location, and they accepted a \$350 fine payable in 30 days.

A hearing was held for 109 Gramatan Ave. for outdated merchandise and they accepted a \$300 fine due in 30 days.

A summons was issued to 111 South 4th Ave. for outdated merchandise. They did not show up for their hearing and will be getting a personal visit for rescheduling.

Major and secondary markets were looked at for expiration dates and proper packaging deductions on assorted party platters as well as highly perishable dairy and meat items. No expired or close to expiration items were found.

Gas prices remained somewhat unchained at \$3. Several stations are under \$3 but the Fleetwood stations are over \$3, raising the average.

Deposits:

Inspection Fees: \$448.00

Office of Consumer Protection Weights and Measures
Monthly Report-December 2025

Supermarkets	3
Wholesale	2
Processor	1
Smoke Shop/Convenience	8
Shipping	2
Butcher	3

Device	Total	Over Registering	Under Registering	Other	Passed	Sealed
Computing Scales	8				8	
Pre Pack	11				11	
Platform	8				8	4
Paper Trail Audits	15				15	
Customer Scales	3			1	2	



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.

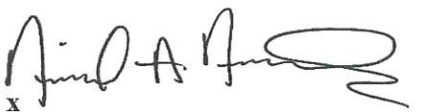
The transfer will allow the Office of Emergency Management to effectively manage Auxiliary Police Unit expenditures, including training, equipment, uniforms, and operational readiness activities that directly support public safety and emergency response throughout the City of Mount Vernon.

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,

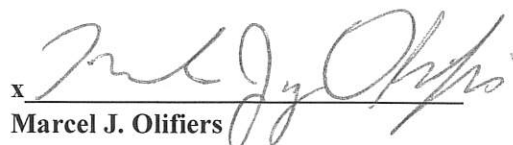


Michael A. Montes

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, N.Y.

Fire Department

SHAWN PATTERSON-HOWARD

Mayor

Fire Headquarters

470 E Lincoln Ave
Mount Vernon, NY 10552

(914) 665-2611 – Fax: (914) 665-2630

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

December 23, 2025

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

RE: Transfer of Funds

Dear Honorable City Council Members,

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

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

To A3410.499 Uniform & Protection Equipment

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

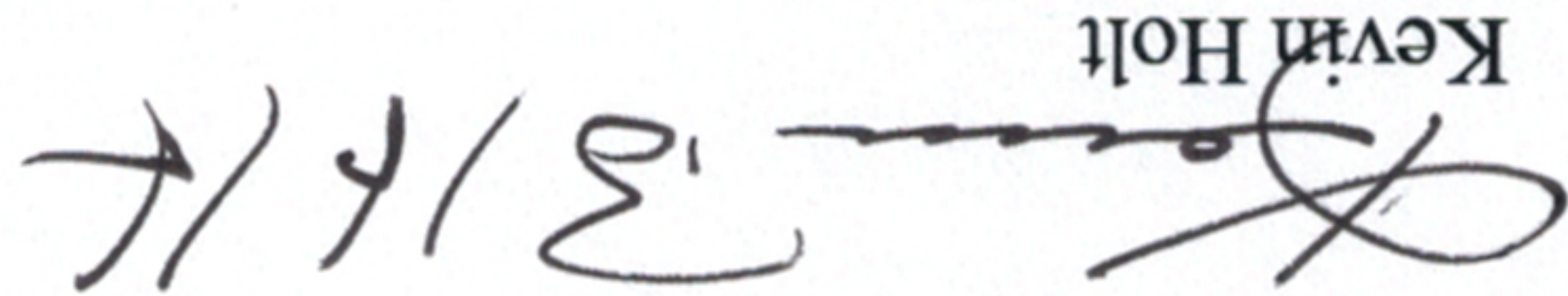
To A3410.203 Equipment

Total transfer of Funds \$27,000.00

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

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

Respectfully submitted,


Kevin Holt
Fire Commissioner

“The Jewel of Westchester”





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, 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.

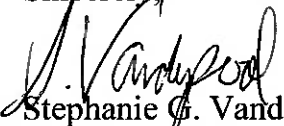
Please be advised the owner is entitled to the following as a refund:

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



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





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





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

JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

January 9, 2026

VIA EMAIL:

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

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

Dear Honorable Members of the City Council,

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

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

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

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

Respectfully,

Marlon Molina
Deputy Commissioner

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



9

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

Vote Taken As Follows: 11/28/2023

Browne: Yea Morton: Yea

Patterson-Howard: Yea

Resolution Adopted

APPROVED AS TO FORM

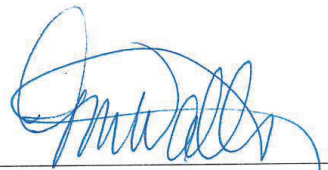


Assistant Corporation Counsel

ADOPTED BY
BOARD OF ESTIMATE
AND CONTRACT

APPROVED

Dept. _____



Clerk

9

NOV 21 2023

12

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

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

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

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

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

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

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

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

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

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

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

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

APPROVED AS TO FORM

Assistant Corporation Counsel

Councilperson

THIS ORDINANCE
ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk

APPROVED

Dept.

APPROVED

NOV 22 2023

Date

By

Mayor

Vote Taken As Follows: 11/21/2023

Copeland: Yea Gleason: Yea

Poteat: Yea Thompson: Yea

Browne: Yea Ordinance Adopted



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

JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

January 9, 2026

VIA EMAIL:

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

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

Dear Honorable Members of the City Council,

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

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

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

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

Respectfully,

Marlon Molina
Deputy Commissioner

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



JAN 10 2024
8

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

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

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

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

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

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

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

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

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

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

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

Vote Taken As Follows: 1/10/2024
Boxhill: Yea Browne: Yea
Poteat: Yea Thompson: Yea
Gleason: Yea Ordinance Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

THIS ORDINANCE
ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk

APPROVED

Dept.

APPROVED

JAN 11 2024

Date

By

Mayor

8



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

JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

January 9, 2026

VIA EMAIL:

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

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

Dear Honorable Members of the City Council,

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

The City Council previously legislation related to the MVFEC Ordinance 31 approved on August 14, 2025. A copy of ordinance is attached for reference. While this approval authorized the City to receive funds to support the underlying programmatic and contractual framework, the inclusion of expense code 8020.405 is now necessary to ensure proper fiscal processing and continuity of payments associated with the operation and administration of the MVFEC.

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

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

Respectfully,

Marlon Molina
Deputy Commissioner

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

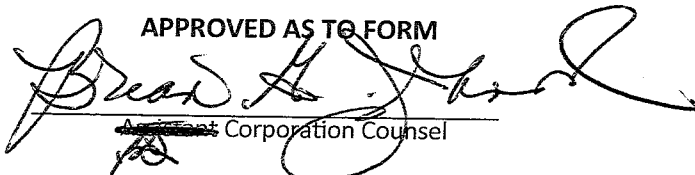



AUG 19 2025

22

RESOLVED, that a resolution adopted by the City Council on August 14, 2025, and signed by the Mayor on August 15, 2025, authorizing the Mayor to Execute a Contract Amendment with the Cities for Financial Empowerment Fund to Incorporate Legacy Planning Services into the Mount Vernon Financial Empowerment Center – (the additional grant funding of Fifty Thousand Dollars (\$50,000) shall be deposited in Revenue Code A2705.1 “Gifts and Donations” and shall be appropriated in accordance with the updated Scope of Work and Budget provided in the amendment); be, and the same is hereby approved.

Vote Was Taken As Follows: 8/19/2025
Morton: Yea Browne: Yea
Poteat: Yea
Resolution: Adopted

APPROVED AS TO FORM

Brad H. Johnson
City Corporation Counsel

ADOPTED BY
BOARD OF ESTIMATE
AND CONTRACT

Clerk

22

AUG 13 2025

34
NOT
DOPTED

AUG 14 2025

31

SPECIAL

**AN ORDINANCE AUTHORIZING THE MAYOR
TO EXECUTE A CONTRACT AMENDMENT WITH
THE CITIES FOR FINANCIAL EMPOWERMENT
FUND TO INCORPORATE LEGACY PLANNING
SERVICES IN THE MOUNT VERNON
FINANCIAL EMPOWERMENT CENTER**

Whereas, in correspondence dated August 4, 2025, the Commissioner of the Department of Planning & Community Development formally requested authorization for the Mayor to execute the "First Grant Amendment," dated June 1, 2025, with the Cities for Financial Empowerment Fund, amending the original FEC Implementation Grant Agreement dated February 1, 2024, to incorporate Legacy Planning Services into the Mount Vernon Financial Empowerment Center; and

Whereas, the City of Mount Vernon previously entered into a Financial Empowerment Center (FEC) Implementation Grant Agreement with the Cities for Financial Empowerment Fund (CFE Fund) on February 1, 2024, to provide free, professional financial counseling to city residents; and

Whereas, the CFE Fund has issued a proposed First Grant Amendment to the aforementioned agreement, dated June 1, 2025, to expand the scope of services offered at the Mount Vernon FEC to include Legacy Planning services; and

Whereas, this amendment provides an additional Fifty Thousand Dollars (\$50,000) in grant funding, to be deposited under Revenue Code A2705.1 "Gifts and Donations," to support the integration of Legacy Planning into the City's FEC programming; and

Whereas, the amendment includes an extension of the contract term through May 31, 2027, updates to the Scope of Work, Model, and Budget Exhibits (B, C, and D), and a revised disbursement schedule of \$25,000 in Year 1 and \$25,000 in Year 2; and

Whereas, the inclusion of Legacy Planning services—such as wills, beneficiary designations, estate planning education, and intergenerational wealth preservation—aligns with the City's objectives to promote financial stability and empower residents with future planning tools; and

Whereas, the City Council deems it in the best interest of the residents of Mount Vernon to authorize the Mayor to enter into the First Grant Amendment to facilitate these services; **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization to Execute Contract Amendment. The Mayor of the City of Mount Vernon is hereby authorized to execute the First Grant Amendment, dated June 1, 2025, with the Cities for Financial Empowerment Fund, amending the existing Financial Empowerment Center Implementation Grant Agreement originally dated February 1, 2024.

Section 2. Purpose of Amendment. The purpose of the amendment is to integrate Legacy Planning services into the Financial Empowerment Center, including but not limited to estate planning education, will and beneficiary designation support, and other intergenerational wealth preservation services.

Section 3. Grant Funding and Budgeting. The additional grant funding of Fifty Thousand Dollars (\$50,000) shall be deposited in Revenue Code A2705.1 "Gifts and Donations" and shall be appropriated in accordance with the updated Scope of Work and Budget provided in the amendment.

AUG 13 2025

34

NOT
ADOPTED

AUG 14 2025

31

SPECIAL

Section 4. Term Extension and Disbursement Schedule. The term of the contract shall be extended through May 31, 2027, with a disbursement schedule of \$25,000 in Year 1 (June 2025–May 2026) and \$25,000 in Year 2 (June 2026–May 2027), subject to performance-based benchmarks and documentation requirements as detailed in the amendment.

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

Vote Taken as Follows: 8/14/25 spec
Boxhill: Yea Gleason: Yea
Poteat: Absent Thompson: Yea
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25
Boxhill: Yea Browne: Absent
Gleason: Yea Poteat: Absent
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

AUG 15 2025

Date

BY

Mayer

Page | 2

31

Councilperson

THIS ORDINANCE
ADOPTED BY CITY COUNCIL

President

ATTEST:

City Clerk



OFFICE OF THE CITY CLERK
ONE ROOSEVELT SQUARE NORTH
MOUNT VERNON, NEW YORK 10550
(914) 668-2352 * WWW.CMVNY.COM

NICOLE BONILLA, MBA
City Clerk

January 8, 2026

Re: Board of Assessment Review – Request to Appoint Gwen Jackson

Honorable City Council Members,

Under Chapter C, Article VX, Section 244 of the Mount Vernon City Charter, which provides for the appointment of members to the Board of Assessment Review by the City Council, this letter requests that the City Council enact legislation based on the recommendation from Commissioner Stephanie Vanderpool to appoint Gwen Jackson for a term of five (5) years, commencing on October 1, 2025, and expiring on September 30, 2030.

Sincerely,

Nicole Bonilla, MBA
City Clerk



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

SHAWYN PATTERSON-HOWARD
Mayor

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

Stephanie Vanderpool
Commissioner

Cranson D. Johnson
Deputy Commissioner

Memorandum

To: Honorable. Shawyn Patterson-Howard

From: Stephanie Vanderpool - Commissioner

Date: January 8, 2026

Re: Board of Assessment Review 2026

Dear Mayor Patterson-Howard,

Please be advised that Board of Review member Mr. Rey Hollingsworth term expired effective September 30th, 2025. I am respectfully recommending Ms. Gwen Jackson as a new appointee to serve for a term of 5 years which **will be retroactive to October 1st, 2025, through September 30th, 2030.** Ms. Jackson has years of extensive knowledge and experience in real estate and buildings as a code enforcement officer.

New York State Real property law require the appointed individual be a resident of The City of Mount Vernon and have an extensive knowledge of the Housing Stock in the municipality.

Please advise at your earliest as new appointments will require training by New York State. The deadline is March 2026.

Sincerely

Stephanie Vanderpool

Stephanie Vanderpool
Commissioner of Assessment
Cc: Office file