

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

Wednesday, October 22, 2025
7:00 PM

CITY COUNCIL CHAMBERS
CITY HALL

City Council

NICOLE BONILLA, M.B.A.
City Clerk

JORDAN A. RIULLANO, J.D.
Deputy City Clerk

**A REGULAR MEETING OF THE CITY OF THE MOUNT VERNON CITY COUNCIL
HELD ON WEDNESDAY, OCTOBER 22, 2025.**

Scheduled for 7:00 pm in the City Council Chambers, City Hall, Mount Vernon, New York.

**** This meeting was held in the City Council Chambers, with virtual participation via ZOOM and CMVNY Facebook. The meeting was not closed to the public. ****

PRESIDING: Edward Poteat, Acting President

OTHERS: Nicole Bonilla, City Clerk; Jordan A. Riullano, Deputy City Clerk; Antoinette Anderson, Legislative Aide; Johan Powell, Deputy Corporation Counsel.

CALL TO ORDER / PLEDGE OF ALLEGIANCE

Acting Council President Edward Poteat called the meeting to order and provided general house-keeping rules, including encouraging citizens to share the meeting on social media and what to do “in case of emergency”. Acting Council President Poteat explained the 3-minute-plus-1 public comment rule. He then asked a Councilperson to lead the council in the Pledge of Allegiance. Acting Council President then proceeded to the Public Speakers session of the evening (listed below as public comment).

PUBLIC COMMENT

REFERRAL SESSION

Roll Call administered by City Clerk Nicole Bonilla

REPORTS OF STANDING COMMITTEES AND ACTION THEREON

To the Council:

LEGISLATION AND PUBLIC WORKS

1. Management Services: An Ordinance Adopting a Computer System Security Breach Notification Policy in Compliance with New York State Technology Law Section 208

Code: LPW

Attachments: [Mount Vernon Breach Notification Policy](#)
[Refferal Letter](#)

2. Department of Public Works: An Ordinance Authorizing the City Comptroller to Condemn and Dispose of Certain City-Owned Police Vehicles Determined to be Junk

Code: LPW

Attachments: [PD Junk Vehicles 2025](#)

3. Department of Public Works: An Ordinance Authorizing the Transfer of Funds to Support the Purchase of 32-Gallon Trash Receptacles for Citywide Beautification and Sanitation Improvements

Code: LPW

Attachments: [Transfer of Funds- Trash Cans](#)

4. Department of Public Works: An Ordinance Authorizing the Mayor to Execute Amendment No. 4 to the Contract with Arcadis of New York, Inc. for Sewer Engineering Services, Extending the Term through March 15, 2026, and Increasing the Contract Amount by \$500,000

Code: LPW

Attachments: [Arcadis Contract Amendment #4](#)

To the Council:

HUMAN RESOURCES

5. Youth Bureau: An Ordinance Authorizing Attendance at the 53rd Annual Youth Development Leadership Training Conference - (Albany, NY, on November 19, 2025)

Code: HR

Attachments: [Referral Letter-NYSYB-2025](#)
[NYS Conference Agenda](#)

6. Youth Bureau: An Ordinance Authorizing the Mayor to Enter into an Agreement with the Westchester-Putnam Local Workforce Development Board to Accept Funds in the Amount of \$180,000 for the Workforce Development Academy for Youth (WDAY) Program

Code: HR

Attachments: [Referral Letter-WDAY-2025-2029](#)
[WDAY Award Letter \\$180K](#)

7. Youth Bureau: An Ordinance Amending Ordinance No. 13, adopted by the City Council on April 9, 2025, entitled “AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE FLYING CLASSROOM, A PARENT COMPANY FOR THE BARRINGTON IRVINGTON TECHNICAL TRAINING SCHOOL (BITTS), FOR THE MOUNT VERNON YOUTH BUREAU’S SOLAR GO KART SUMMER ACADEMY”

Code: HR

Attachments: [Referral Letter-Amend Flying Classroom-2025](#)
[Ordinance April 9th 2025](#)

8. Youth Bureau: 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

Code: HR

Attachments: [Referral Letter-YEP 2025-2026](#)
[2025 YEP award letter MVYB](#)

To the Council:

PUBLIC SAFETY AND CODES

9. Industrial Development Agency: An Ordinance to Establish Business Registration Requirement for For-Profit Businesses Operating Within the City of Mount Vernon

Code: PSC

Attachments: [Business Registration Referral Letter MV IDA 09 25](#)
[Mount Vernon Business Registration Ordinance MV IDA 09 25](#)
[Additional Information for Business Registration Ordinance](#)

FINANCE AND PLANNING

To the Council:

10. Department of Planning & Community Development: An Ordinance Authorizing the Mayor to Execute a Three-Year Service Agreement with Environmental Systems Research Institute, Inc. (ESRI) for Geographic Information Systems (GIS) Software

Code: FP

Attachments: [GIS Renewal Referral Letter 10.10.25](#)
[J-8933-SGEA](#)

ADD-ON

LEGISLATION AND PUBLIC WORKS

11. Office of the City Clerk: An Ordinance Authorizing the Mayor to Enter into an Agreement with General Code, a Member of ICC Community Development Solutions, LLC, for the eCODE360 API Service

Code: LPW

Attachments: [General Code Readyly Integration](#)

OTHER BUSINESS/CLOSING COMMENTS



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
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File #: TMP -1690

Agenda Date: 10/22/2025

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Agenda #: 1 -

City Council:

AN ORDINANCE ADOPTING A COMPUTER SYSTEM SECURITY BREACH NOTIFICATION POLICY IN COMPLIANCE WITH NEW YORK STATE TECHNOLOGY LAW SECTION 208

Whereas, by correspondence dated October 3, 2025, the Commissioner of the Department of Management Services requested that the City Council authorize the formal adoption of a policy establishing procedures to be followed by all City departments, agencies, and employees in the event of a computer system security breach, pursuant to the requirements of Section 208 of the New York State Technology Law; and

Whereas, the City of Mount Vernon recognizes the importance of protecting the personal and confidential information of its residents, employees, and all persons whose data may be collected or maintained by the City; and

Whereas, Section 208 of the New York State Technology Law mandates that municipalities adopt and implement a computer system security breach notification policy to ensure timely and appropriate notification to affected individuals in the event that personal information is compromised; and

Whereas, the City of Mount Vernon seeks to establish clear procedures to define and respond to data security breaches, ensure compliance with State law, and safeguard the integrity of municipal operations; and

Whereas, adopting this policy will ensure that all City departments follow uniform standards and procedures in the event of a security breach, coordinate properly with law enforcement and state agencies, and provide prompt and transparent notification to affected residents; and

Whereas, the City Council finds it in the best interest of the City and its residents to adopt a formal Computer System Security Breach Notification Policy in order to comply with applicable law, protect the public from potential identity theft, and reinforce the City's commitment to data security and accountability; **Now, Therefore, Be It Resolved That**

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

Section 1. Title. This Ordinance shall be known and may be cited as the "City of Mount Vernon Computer System Security Breach Notification Policy Ordinance."

Section 2. Purpose. The purpose of this Ordinance is to formally adopt a policy governing the procedures to be followed by all City departments, agencies, and employees in the event of a computer system security breach, in accordance with the requirements of Section 208 of the New York

State Technology Law.

Section 3. Adoption of Policy. The City Council hereby adopts the “City of Mount Vernon Computer System Security Breach Notification Policy,” as prepared by the Department of Management Services and attached hereto as Exhibit A and made part of this Ordinance as if fully set forth herein.

Section 4. Policy Requirements. The adopted policy shall include, but not be limited to, the following key provisions:

- (a) Definitions of “personal information,” “private information,” and “security breach.”
- (b) Procedures for identifying, reporting, and assessing potential or actual security breaches.
- (c) Timelines and responsibilities for notification to affected individuals, the New York State Attorney General, the Division of State Police, and the Office of Information Technology Services, as required by law.
- (d) Coordination protocols with law enforcement and other governmental agencies.
- (e) Acceptable forms and methods of notification to affected persons.
- (f) Recordkeeping and documentation requirements for all incidents.
- (g) Training and education obligations for City staff handling personal information.

Section 5. Departmental Compliance. All departments, offices, boards, and commissions of the City of Mount Vernon shall comply with the provisions of the adopted Computer System Security Breach Notification Policy. Department heads shall be responsible for ensuring compliance within their respective areas.

Section 6. Administration and Oversight. The Department of Management Services, in coordination with the City’s Information Technology Division, shall administer the policy, provide guidance and training to City staff, and ensure that procedures remain current with applicable State law and best practices.

Section 7. Severability. If any provision of this Ordinance shall be adjudged invalid or unconstitutional by a court of competent jurisdiction, such judgment shall not affect, impair, or invalidate the remaining provisions thereof, but shall be confined in its operation to the provision directly involved in the controversy.

Section 8. Effective Date. This Ordinance shall take effect immediately upon its passage and approval by the City Council in accordance with law.



CITY OF MOUNT VERNON, N.Y.
Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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

MALCOLM CLARK
Chief of Staff

October 3rd, 2025

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

Re: Adopting Breach Notification Policy in compliance with **New York State Technology Law Section 208**

Dear Council Members,

The Department of Management Services respectfully request the City Council adopt the attached *Computer System Security Breach Notification Policy* for the City of Mount Vernon.

This policy is prepared in direct alignment with **New York State Technology Law Section 208**, which requires all municipalities to have a clear plan for notifying residents if their personal information is compromised.

Statutory compliance with Section 208 is required and is necessary to protect our residents, ensure transparency, and uphold the City's duty to our citizens.

The proposed policy establishes clear procedures for:

- Defining what constitutes a security breach.
- Ensuring timely notification to affected residents.
- Coordinating with law enforcement and state agencies.
- Outlining acceptable methods of notification; and
- Providing consistent standards across all City departments.

Adopting this policy will help safeguard the public against identity theft, reinforce the City's commitment to accountability, and ensure that Mount Vernon remains in compliance with State law.

I respectfully request the Council's review and approval of the attached legislation. This policy represents a critical step in protecting both city operations and the private information entrusted to us.

Benefits of adopting this policy

- Brings Mount Vernon into statutory compliance with State law.
- Protects residents from identity theft and fraud.
- Provides a clear, transparent process for handling data breaches.
- Ensures City departments follow the same standard procedures.

"The Jewel of Westchester"



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Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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

MALCOLM CLARK
Chief of Staff

Thank you for your consideration.

Respectfully,



Juan Perez
Management Services Commissioner

cc: Shawyn Patterson-Howard, Mayor
cc: Brian Johnson, Corporation Council
cc: Darren Morton, Comptroller



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
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File #: TMP -1696

Agenda Date: 10/22/2025

A

Agenda #: 2 -

City Council:

AN ORDINANCE AUTHORIZING THE CITY COMPTROLLER TO CONDEMN AND DISPOSE OF CERTAIN CITY-OWNED POLICE VEHICLES DETERMINED TO BE JUNK

WHEREAS, in correspondence dated October 7, 2025, the Commissioner of the Department of Public Works formally requested authorization for the City Comptroller to approve the condemnation and disposal of thirty-one (31) City-owned vehicles, all of which have been classified as "junk" and deemed no longer suitable or serviceable for municipal purposes; and

Whereas, the City of Mount Vernon Police Department maintains a fleet of vehicles for official law enforcement purposes; and

Whereas, the Department has identified thirty-one (31) vehicles that have reached the end of their useful life due to excessive mileage, obsolescence, and/or non-serviceability; and

Whereas, Brookfield Resource Management has submitted a written quotation offering to purchase the listed vehicles as scrap for a total sum of Nineteen Thousand Seven Hundred Dollars (\$19,700.00) payable to the City of Mount Vernon; and

Whereas, it is in the best interest of the City to authorize the condemnation and disposal of said vehicles and to credit the proceeds from the sale to Account Code A2650 - Sales of Scrap and Excess;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mount Vernon, in the County of Westchester and State of New York, as follows:

Section 1. Authorization. The City Comptroller is hereby authorized and directed to condemn and dispose of the following thirty-one (31) City-owned vehicles, all of which have been determined to be junk and no longer serviceable for municipal purposes:

Vehicle Name	Year	Make	VIN#	Price
PD-1003	1999	Chevy Lumina	2G1WL52K4X9225012	\$400.00
Parking Bureau	1999	Ford Taurus	1FAFP53U35A283289	\$400.00
PD-981	2009	Nissan Altima	1N4CL21E99CI91428	\$400.00
PD-982	2009	Nissan Altima	1N4CL21E29CI79511	\$400.00
PD-018	2005	Ford Crown Vic	2FAFP71W61X196391	\$400.00
PD-1034	2014	Dodge Charger	2B3KA43G58H227330	\$400.00
No Vehicle Name	2001	Chevy Malibu	1G1ZS58F67FI81306	\$400.00
PD-900	2010	Ford Crown Vic	2FAB7BVV6AX105639	\$400.00
PD-110	2010	Ford Crown Vic	2FAFBP7BV5AX138681	\$400.00

PD-621	2011	Ford Crown Vic	2FAFBP7BV3BX115983	\$400.00
PD-5161	2002	Chevy Tahoe	1GNEK13Z42J331281	\$400.00
PD-993	2003	Chevy Astro	1GNDM19X03B135247	\$400.00
PD-511	2011	Ford Crown Vic	2FAFBP7BV7BX166905	\$400.00
PD-610	2010	Ford Crown Vic	2FAFBP7BV 4AX105641	\$400.00
PD-1036	2010	Ford Crown Vic	2FAFHP71W95XI19334	\$400.00
PD-507	2007	Ford Crown Vic	2FAHP71W57X142355	\$400.00
PD-210	2010	Ford Crown Vic	2FABP7BV5AX138857	\$400.00
No Vehicle Name	2011	Ford Crown Vic	FAFP74W95X122089	\$400.00
No Vehicle Name	2001	Ford F-150	1FTDX08WXVKB6271	\$400.00
No Vehicle Name	2001	Chevy Malibu	1G1ND52J916241771	\$400.00
No Vehicle Name	2010	Ford Crown Vic	2FAP7B6WX5V7B6391	\$400.00
PD-998	1999	Ford Explorer	1FMZU34EOXZB99748	\$400.00
No Vehicle Name	2000	Oldsmobile	1G3NL52T6VM343025	\$400.00
No Vehicle Name	2001	Hyundai Sonata	5NPF4AC1DH811098	\$400.00
No Vehicle Name	2009	Jeep Cherokee	1J4HR58N76C140988	\$400.00
No Vehicle Name	2010	Freightliner M2	1FVHC7C6ADAT2527	\$3,500.00
No Vehicle Name	2010	Freightliner M2	1FVHC7C8ADAT2531	\$3,500.00
No Vehicle Name	2016	Elgin Pelican	NP30806	\$1,500.00
No Vehicle Name	2000	Hyundai	KM8SC3D03U411251	\$400.00
No Vehicle Name	2000	Ford Explorer	1FMZU72EOYZC41363	\$400.00
No Vehicle Name	2001	Dodge Voyager	1P4GH443NX 154028	\$400.00

Section 2. Sale and Deposit of Proceeds. The total proceeds of \$19,700.00, as quoted by Brookfield Resource Management, shall be deposited into Account Code A2650 - Sales of Scrap and Excess.

Section 3. Effective Date. This Ordinance shall take effect immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract.



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

October 7, 2025

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

Re: City Owned Police Vehicles to be Disposed – October 2025

Dear Honorable City Council Members:

We respectfully request legislation authorizing the City Comptroller to condemn and dispose of thirty-one (31) city-owned vehicles. Due to their mileage, obsolescence, and/or non-serviceability, the vehicles listed below are determined “junk” for disposal.

Vehicle Name	Year	Make	VIN#	Price
PD-1003	1999	Chevy Lumina	2G1WL52K4X9225012	\$400.00
Parking Bureau	1999	Ford Taurus	1FAFP53U35A283289	\$400.00
PD-981	2009	Nissan Altima	1N4CL21E99C191428	\$400.00
PD-982	2009	Nissan Altima	1N4CL21E29C179511	\$400.00
PD-018	2005	Ford Crown Vic	2FAFP71W61X196391	\$400.00
PD-1034	2014	Dodge Charger	2B3KA43G58H227330	\$400.00
No Vehicle Name	2001	Chevy Malibu	1G1ZS58F67F181306	\$400.00
PD-900	2010	Ford Crown Vic	2FAB7BVV6AX105639	\$400.00
PD-110	2010	Ford Crown Vic	2FAFBP7BV5AX138681	\$400.00
PD-621	2011	Ford Crown Vic	2FAFBP7BV3BX115983	\$400.00
PD-5161	2002	Chevy Tahoe	1GNEK13Z42J331281	\$400.00
PD-993	2003	Chevy Astro	1GNDM19X03B135247	\$400.00
PD-511	2011	Ford Crown Vic	2FAFBP7BV7BX166905	\$400.00
PD-610	2010	Ford Crown Vic	2FAFBP7BV4AX105641	\$400.00
PD-1036	2010	Ford Crown Vic	2FAFHP71W95X159334	\$400.00
PD-507	2007	Ford Crown Vic	2FAHP71W57X142355	\$400.00
PD-210	2010	Ford Crown Vic	2FABP7BV5AX138857	\$400.00
No Vehicle Name	2011	Ford Crown Vic	FAFP74W95X122089	\$400.00
No Vehicle Name	2001	Ford F-150	1FTDX08WXVKB6271	\$400.00
No Vehicle Name	2001	Chevy Malibu	1G1ND52J916241771	\$400.00
No Vehicle Name	2010	Ford Crown Vic	2FAP7B6WX5V7B6391	\$400.00

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Commissioner

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Deputy Commissioner

PD-998	1999	Ford Explorer	1FMZU34E0XZB99748	\$400.00
No Vehicle Name	2000	Oldsmobile	1G3NL52T6VM343025	\$400.00
No Vehicle Name	2001	Hyundai Sonata	5NPFC4AC1DH811098	\$400.00
No Vehicle Name	2009	Jeep Cherokee	1J4HR58N76C140988	\$400.00
No Vehicle Name	2010	Freightliner M2	1FVHC7C6ADAT2527	\$3500.00
No Vehicle Name	2010	Freightliner M2	1FVHC7C8ADAT2531	\$3500.00
No Vehicle Name	2016	Elgin Pelican	NP30806	\$1500.00
No Vehicle Name	2000	Hyundai	KM8SC3D03U411251	\$400.00
No Vehicle Name	2000	Ford Explorer	1FMZU72EOYZC41363	\$400.00
No Vehicle Name	2001	Dodge Voyager	1P4GH443NX154028	\$400.00

Brookfield Resource Management has quoted a total amount of \$19,700.00 payable to the City of Mount Vernon for these vehicles. These funds will be deposited in the account code A2650- Sales of Scrap and Excess.

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

Respectfully,

Damani L. Bush
Commissioner of Public Works

DB/lp
Cc: Comptroller's Office

Attachments: Email list of vehicles to be "junked"
Cc: Comptroller's Office/ Garage Superintendent/ File

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City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
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File #: TMP -1697
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Agenda Date: 10/22/2025

Agenda #: 3 -

AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS TO SUPPORT THE PURCHASE OF 32-GALLON TRASH RECEPTACLES FOR CITYWIDE BEAUTIFICATION AND SANITATION IMPROVEMENTS

Whereas, in correspondence dated October 7, 2025, the Commissioner of the Department of Public Works formally requested authorization for the Comptroller to transfer funds within the Department of Public Works' budget as shown below; and

Whereas, the Commissioner of the Department of Public Works has requested a transfer of funds to cover the purchase of 32-gallon trash receptacles to be placed at various locations throughout the City of Mount Vernon; and

Whereas, the installation of these receptacles will enhance the City's beautification efforts, improve trash collection, and support the overall cleanliness and maintenance of public spaces; and

Whereas, sufficient funds are available within existing departmental budget lines to accommodate this transfer without negatively impacting essential operations; and

Whereas, the City Council of the City of Mount Vernon deems it in the best interest of the City and its residents to approve said transfer of funds to facilitate the timely purchase and installation of the trash receptacles;

Now, Therefore, Be It Ordained by the City Council of the City of Mount Vernon, in regular session convened, as follows:

Section 1. Authorization of Transfer. The City Comptroller is hereby authorized and directed to transfer funds within the Department of Public Works' budget as follows:

From:	Amount:	To:	Amount:
A5410.432 Sidewalk Repairs	\$ 5,000.00	A8160.203 Sanitation:	\$30,000.00
A8120.203 Sanitary & Storm Sewers:	\$10,000.00	Equipment	
Equipment A8120.405 Sanitary & Storm Sewers: Outside Contracted Services	\$15,000.00		

Section 2. Purpose of Funds. The transferred funds shall be used exclusively for the purchase of 32-gallon trash receptacles to be placed in strategic locations throughout the City, supporting the Department of Public Works' beautification and sanitation initiatives.

Section 3. Effective Date. This Ordinance shall take effect immediately upon adoption by the City Council and subsequent approval by the Board of Estimate & Contract.



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

October 7, 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 future purchase of 32-gallon trash receptacles to be placed around the city. This transfer is necessary to support the efforts of the Public Works department in beautification, trash collection, and the overall needs of the city.

FROM	AMOUNT	TO	AMOUNT
A5410.432 Sidewalk Repairs	\$5,000.00		
A8120.203 Sanitary & Storm Sewers: Equipment	\$10,000.00	A8160.203 Sanitation: Equipment	\$30,000.00
A8120.405 Sanitary & Storm Sewers: Outside Contracted Services	\$15,000.00		

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

Respectfully,

A handwritten signature in green ink, appearing to read "DB".

Damani L. Bush
DPW Commissioner

Cc: Comptroller's Office / File
DB/lp

"The Jewel of Westchester"



City of Mount Vernon, New York

Staff Report

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File #: TMP -1702

Agenda Date: 10/22/2025

A

Agenda #: 4 -

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE AMENDMENT NO. 4 TO THE CONTRACT WITH ARCADIS OF NEW YORK, INC. FOR SEWER ENGINEERING SERVICES, EXTENDING THE TERM THROUGH MARCH 15, 2026, AND INCREASING THE CONTRACT AMOUNT BY \$500,000

Whereas, in correspondence dated October 9, 2025, the Commissioner of the Department of Public Works formally requested authorization for the Mayor to execute Amendment No. 4 to the contract between the City of Mount Vernon and Arcadis of New York, Inc. for Sewer Engineering Services, extending the contract term through March 15, 2026, and increasing the contract amount by an additional \$500,000, for a total not-to-exceed amount of \$3,838,000; and

Whereas, in December 2021, the City of Mount Vernon entered into an agreement with Arcadis of New York, Inc. (“Arcadis”) for professional engineering services to assist the City in achieving compliance with its Municipal Separate Storm Sewer System (MS4) General Permit and the Consent Decree entered in *United States v. City of Mount Vernon*, Case No. 7:18-cv-05845-CS; and

Whereas, Arcadis has provided ongoing engineering and technical services related to sewer investigation, rehabilitation, and compliance activities under successive amendments to the original agreement, with Amendment No. 3 bringing the total contract value to \$3,338,000; and

Whereas, the City is currently operating under a Consent Decree with the U.S. Environmental Protection Agency (EPA), the U.S. Department of Justice (DOJ), and the New York State Department of Environmental Conservation (DEC), which requires the City to continuously retain a qualified Engineering Expert and Financial Expert to ensure compliance with its obligations and to avoid civil and stipulated penalties for noncompliance; and

Whereas, the existing Arcadis contract is set to expire in December 2025, but the remaining funds under that agreement will be depleted by the end of October 2025, creating an urgent need to extend services to avoid interruption in critical engineering activities that ensure ongoing compliance with the Consent Decree; and

Whereas, the Department of Public Works has requested a fourth and final extension of the emergency contract with Arcadis through March 15, 2026, at an additional amount not to exceed Five Hundred Thousand Dollars (\$500,000), to maintain continuity of services while the City completes procurement and contract negotiations with a new engineering firm; and

Whereas, funding for this extension shall be drawn from the ongoing New York State Environmental Facilities Corporation (NYS EFC) administrative grant titled “*Funding Agreement -*

Sewer Investigations and Repairs" (EFC Project No. 2151), which currently has a remaining balance of approximately \$1.2 million-sufficient to support this amendment at no additional cost to the City; and

Whereas, under Amendment No. 4, Arcadis shall continue to perform engineering and financial advisory services essential to maintaining compliance with the Consent Decree, including sewer investigation, repair planning, and program management, and shall also implement additional requirements promoting MWBE participation, workforce development opportunities for City residents and youth, and enhanced public education and community engagement; and

Whereas, the City Council finds it in the best interest of the City and its residents to approve this amendment to prevent lapses in critical sewer engineering services, ensure continued Consent Decree compliance, and avoid potential penalties and enforcement actions.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mount Vernon, in regular session convened, as follows:

Section 1. Authorization. The Mayor is hereby authorized to execute Amendment No. 4 to the contract between the City of Mount Vernon and Arcadis of New York, Inc. for Sewer Engineering Services, extending the contract term through March 15, 2026, and increasing the contract amount by an additional \$500,000, for a total not-to-exceed amount of \$3,838,000.

Section 2. Scope of Services. Under this amendment, Arcadis shall continue to provide professional engineering and technical services necessary for compliance with the Consent Decree and related mandates, including but not limited to:

- Sewer investigation, inspection, and rehabilitation planning;
- Program management and technical oversight;
- Grant and financing assistance;
- Community engagement and public education related to sewer remediation efforts;
- Implementation of workforce development and MWBE participation goals.

Section 3. Funding Source. All costs associated with this amendment shall be paid from the NYS Environmental Facilities Corporation (EFC) Grant - "Funding Agreement: Sewer Investigations and Repairs" (EFC Project No. 2151). No additional City funds are required for this contract amendment.

Section 4. Necessity and Continuity. This Ordinance is declared necessary to ensure the uninterrupted provision of sewer engineering services required under the Consent Decree and to prevent potential civil and stipulated penalties against the City for noncompliance.

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



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

RYAN ULRICH
Deputy Commissioner

October 9th, 2025

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

Re: Arcadis of New York, Inc., - Sewers Engineering Services - Amendment #4 to Legislation Dated August 7, 2023 - Additional Extension Not to Exceed \$500,000

Dear Honorable Members of City Council,

The Department of Public Works respectfully requests a fourth and final extension of the emergency contract with Arcadis of New York, Inc. ("Arcadis") to ensure uninterrupted compliance with sewer-related engineering services through March 1st, 2026, at an additional total cost of \$500,000. The City is fully prepared to back this contract extension financially, with the ongoing NYS EFC administrative grant titled Funding Agreement – Sewer Investigations and Repairs (EFC Project #2151). There is currently approximately \$1.2 million remaining in this grant —more than enough to support this contract amendment and at no additional costs for the City.

Arcadis has been providing engineering services for the City of Mount Vernon (City), most of which is to comply with the Consent Decree between the City, DEC, Environmental Protection Agency (EPA), and the Department of Justice (DOJ) regarding illicit discharges to the Bronx and Hutchinson Rivers (Case 7:18-cv-05845-CS). These compliance services include Edison Pump Station Design, acting Consent Decree Engineering Expert and Financial Expert, and the Sewer System Evaluation Survey and Illicit Discharge Action Plan implementation.

The current Arcadis agreement, a two-year agreement that began in August 2023, will end December 2025 and is facing a critical funding limit. The remaining amount will be depleted before the end of October 2025, necessitating an immediate resolution to avoid stopping Arcadis's work. A gap in assistance could lead to severe violations of the Consent Decree and subsequent civil and stipulated penalties, which we all are keen to avoid.

In accordance with the City's Procurement Policy and to increase the diversity of the vendor contractors performing sewer work, the City developed a Request for Qualifications (RFQ) for this work and it was advertised Friday August 15, 2025. The City received proposal from 6 firms on the submission closing date September 15, 2025. The City has been reviewing these proposals and anticipates awarding a contract to an engineering firm by October 17, 2025. At that time the City will coordinate with the engineering firm to develop a scope of work and fee. This current timeline includes selecting the

consultant, and signing an agreement, which would overlap in December 2025 FY to ensure continuity and no lapse in services. However, in the interim, Arcadis, as the City's primary engineering consultant and Financial Expert, has been implementing many of the components of the Consent Decree. A gap in assistance could lead to violations of the Consent Decree and civil and stipulated penalties, making the need for immediate action clear. The challenges presented in bringing on a new Engineering consultant and the City's reliance on Arcadis for these crucial services underscore the necessity of a contract extension to maintain continuity in our efforts to resolve our legal compliance issues.

CIVIL PENALTIES FACING THE CITY FOR NON-COMPLIANCE

The civil and stipulated penalties and a reference to the continuous retainage of an Engineering Expert and Financial Expert are as follows:

- **VII. Civil Penalty** – DEC suspended a Civil Penalty of \$100,000 provided the Defendant does not violate any terms of the Consent Decree
- **Paragraph 39 Engineering Expert** – Defendant shall continuously retain a qualified engineering firm to assist Defendant in Meeting its MS4 Obligations and Compliance with the Consent Decree until this Decree's termination date. Arcadis is currently engaged as an Engineering Expert.
- **Paragraph 44 Financial Expert** – Defendant shall retain continuously until the date of termination of the Decree; Defendant shall retain a qualified firm to provide technical advice, assistance, oversight, and organization to assist Defendant in procuring federal state and other funding. Arcadis is currently engaged as the Financial Expert.
- **X. Stipulated Penalties** – The Consent Decree includes penalties for violating compliance deadlines, required actions, and reporting requirements. The penalties are per violation and per day and increase with the period of non-compliance. One group of violations ranges from \$250/day/violation to \$1000/day/violation, and the second group ranges from \$500/day/violation to \$1500/day/violation.

NEW ADDITIONAL REQUIREMENTS UNDER AMENDMENT #4

- Increased and robust MWBE participation in Mount Vernon Sewer remediation work for the amended contract term.
- Workforce Development Opportunities for City Residents and Youth
- Community Engagement – In accordance with Paragraph 37 of the Consent Decree – Public Education and Other Actions. Arcadis will plan and implement an aggressive community engagement plan via Public Relations firms to inform and educate Mount Vernon residents on the details of the Consent Decree and the importance of resolving the issues for the taxpayer. The plan will also inform them of the progress of the City's plan to fix the sewers and invite local businesses and residents, including the City School District, to participate wherever possible.

ARCADIS CONTRACT BACKGROUND AND TIMELINE

The Initial Arcadis Contract

In December 2021, the City of Mount Vernon entered into a \$138,500 Agreement for Professional Engineering Services with Arcadis of New York to bring the city into compliance with its Municipal Separate Storm Sewer System ("MS4") General Permit. The services included the development of an Illicit Discharge Action Plan (IDAP), Outfall Sampling, a Storm Water Sampling Plan (SWMP), a sewer system Evaluation survey (SSES) Plan, a Capacity, Management, Operations, and Maintenance (CMOM)

"The Jewel of Westchester"

Program and to remedy issues identified to eliminate sources of pollution from unauthorized discharges to water bodies. The agreement also authorized additional services upon the city's request.

Arcadis Amendment #1

Under the Consent Decree, on December 29, 2022, the city executed a \$400,000 amendment to the above contract totaling \$538,000. This amendment was a strategic decision to enhance our services, including, as needed, Engineering Services, Program Management, contractor-on-call Services, and Grant and Financing Assistance, to better serve the city's stormwater compliance needs.

Arcadis Amendment #2

In response to ongoing compliance and enforcement action by New York State, on September 11, 2023, the city executed a second extension for As Needed Engineering Services, Sewer Inspection and Rehabilitation RFB, Sewer Investigation and Rehabilitation, etc. for an additional \$1M, bringing the total up to \$1,538,500.

Arcadis Amendment #3

The City executed a third amendment on October 15, 2024 As Needed Engineering Services, Sewer Inspection and Rehabilitation RFB, Sewer Investigation and Rehabilitation, etc. for an additional \$1.8M, bringing the total up to \$3,338,000.

The active Arcadis contract expires in December 2025. Still, the remaining contractual remuneration is approximately \$80,000 (as of October 9, 2025), which is anticipated to cover costs through the end of October. Interrupted Consent Decree compliance will carry heavy penalties, fines, and other enforcement actions against the City.

Arcadis Amendment #4

Arcadis will continue to help manage this crisis. Generally, the engineering services will focus on assisting the city with sanitary and stormwater sewer investigations, maintenance, and repairs. It will also include assistance in implementing the lead service line replacement program. The deliverables are as follows:

- Task 1 – Meetings and Correspondences
- Task 2 – Grant and Financing Assistance
- Task 3 – Program Management
- Task 4 –Sewer Investigation Field Services
- Task 5 – Sewer Investigation and Rehabilitation Recommendations
- Task 6 –Phase 2 - Sewer Rehabilitation RFB
- Task 7 – As-Needed Engineering Services

Funding for Arcadis services shall be expended from the ongoing NYS EFC administrative grant titled Funding Agreement – Sewer Investigations and Repairs (EFC Project #2151). There is currently approximately \$1.2 million remaining in this grant.

Respectfully,



Damani L. Bush

Commissioner of Public Works
DB/ru

Attachments

Arcadis of New York - Amendment #4 Proposal

USDOJ Consent Decree - September 18, 2023

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City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
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File #: TMP -1691

Agenda Date: 10/22/2025

Agenda #: 5.

City Council:

AN ORDINANCE AUTHORIZING ATTENDANCE AT THE 53RD ANNUAL YOUTH DEVELOPMENT LEADERSHIP TRAINING CONFERENCE

Whereas, by correspondence dated October 3, 2025, the Executive Director of the Youth Bureau formally requested authorization for the Mayor to grant permission for the Executive Director and Deputy Director of the Mount Vernon Youth Bureau to attend the 53rd Annual Youth Development Leadership Training Conference, to be held on November 19, 2025, at The Marriott Albany Hotel in Albany, New York; and

Whereas, the City of Mount Vernon recognizes the importance of maintaining a comprehensive and compliant code enforcement program consistent with the New York State Uniform Fire Prevention and Building Code (“Uniform Code”) and the State Energy Conservation Construction Code (“Energy Code”); and

Whereas, the City of Mount Vernon Youth Bureau serves as a key agency responsible for the coordination, implementation, and support of youth development programs and initiatives within the City of Mount Vernon; and

Whereas, the Association of New York State Youth Bureaus annually hosts the Youth Development Leadership Training Conference, which provides critical training, planning, and advocacy opportunities for youth development professionals across the State of New York; and

Whereas, the 53rd Annual Youth Development Leadership Training Conference will be held at The Marriott Albany Hotel in Albany, New York, on November 19, 2025, bringing together local, regional, and state representatives to address innovations, regulations, and funding opportunities related to youth development; and

Whereas, participation in the conference will allow the City’s Youth Bureau Executive Director and Deputy Director to engage with their peers statewide, gain valuable professional training, and acquire information necessary to enhance Mount Vernon’s youth services and programming; and

Whereas, the estimated costs associated with attendance for two (2) Youth Bureau staff members include:

- **Registration:** \$150 (Executive Director registration waived);
- **Per Diem (Meals):** \$172 (2 x \$86 commuter rate);
- **Transportation (Amtrak round-trip):** \$600 (2 x \$300);

- **Mileage Reimbursement:** \$10.50 (2 x 15 miles x \$0.70 per mile); and

Whereas, funding for the expenses related to conference attendance shall be drawn from the following budgetary accounts:

- **Revenue Code:** A2229.8
- **Appropriation Codes:** A7311.423 (Conference Expense) and A7311.402 (Travel Expense); and

Whereas, the Mayor of the City of Mount Vernon is authorized under the City Charter to oversee and approve employee participation in official conferences and professional development programs on behalf of the City; **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 grant permission for the Executive Director and Deputy Director of the Mount Vernon Youth Bureau to attend the 53rd Annual Youth Development Leadership Training Conference, to be held on November 19, 2025, at The Marriott Albany Hotel in Albany, New York.

Section 2. Funding. All expenses related to conference attendance, as outlined herein, shall be paid from Revenue Code A2229.8, with appropriations allocated from budget codes A7311.423 (Conference Expense) and A7311.402 (Travel Expense).

Section 3. Purpose. The purpose of this Ordinance is to promote the continued professional development of Youth Bureau leadership and to enhance the delivery of youth services within the City of Mount Vernon through active participation in statewide youth development initiatives.

Section 4. 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.



**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
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DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

October 03, 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 grant permission for the Executive Director and Deputy Director to attend the **53rd Annual Youth Development Leadership Training Conference** at The Marriott Albany Hotel in Albany, NY, on November 19, 2025.

The Association of New York State Youth Bureaus offers a unified planning and advocacy networking opportunity for its members and affiliates, utilizing a team approach to enhance youth development initiatives. There will be local, regional, and state-wide representatives at the Annual Association's conference that will aid in driving the initiatives. The Association provides timely information on county and state issues, regulations, innovations, and funding, impacting positive youth development.

The following are estimated costs for two (2) Youth Bureau staff members: Registration * 1 * \$150 = **\$150 (ED is free)**; Per Diem Commuter Meals * 2 * \$86 = **\$172** (breakfast, lunch, dinner); Amtrak round-trip *2 * \$300 = **\$600**; Gas Reimbursement * 2 *15 miles * \$.70 = **\$10.5**. Funds are to be accounted for in budget codes: **A7311.423** (conference expense) & **A7311.402** (Travel Expense).

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

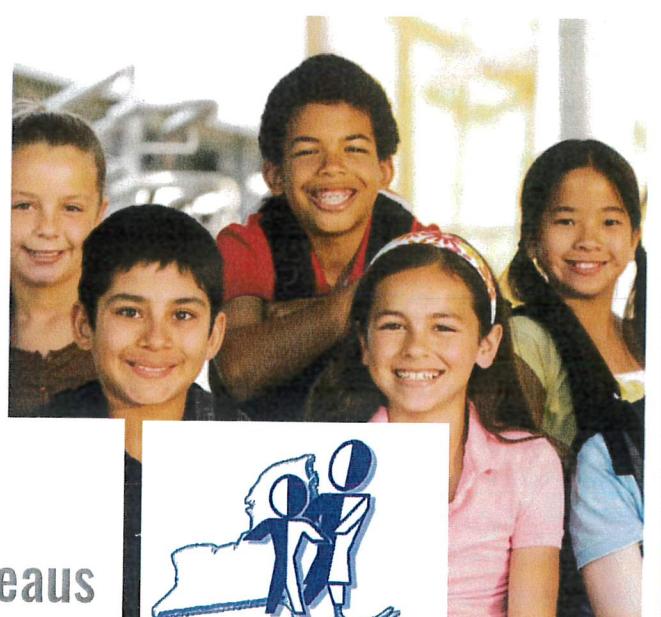
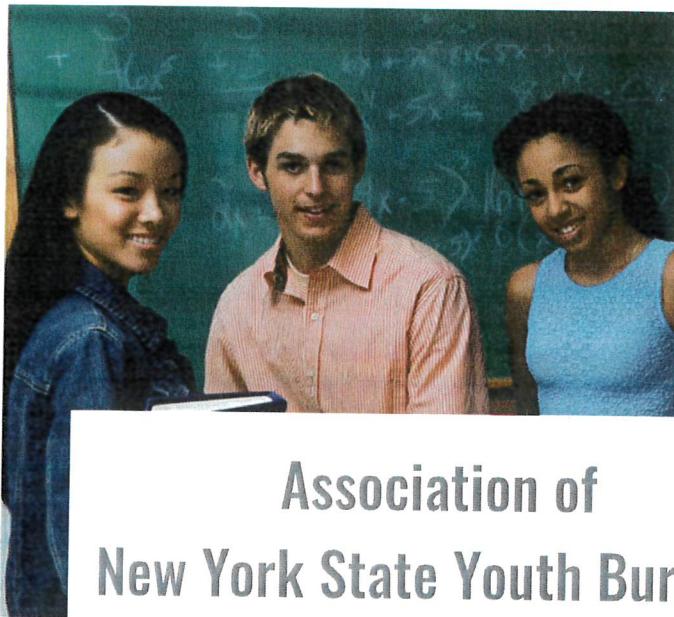
Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

Enclosed: Conference Agenda

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



Association of New York State Youth Bureaus

The Cornerstone of New York's Youth Development!

[WELCOME](#) [ABOUT](#) [ADVOCACY/POLICY](#) [LOCATE A YB](#) [BENEFITS](#) [CONFERENCE/TRAININGS](#) [BOARD OF DIRECTORS](#) [LINKS](#)

53rd ANNUAL YOUTH DEVELOPMENT LEADERSHIP TRAINING CONFERENCE

The Association of NYS Youth Bureaus is excited to welcome registrants to the Annual Youth Development Leadership Training Conference. Join us at the **Marriott Albany, 189 Wolf Rd, Albany, NY 12205** on November 20-21, 2025.

Registration & Hotel Information

November 20-21, 2025, Marriott Albany, Albany, NY

Registration Fees:

Youth Bureau Director: FREE

Subsequent YB Staff Member: \$150/person

Non YB Member: \$200/person

Single Day (November 20 Only): \$125/person

Single Day (November 21 Only): \$100/person

[Register Here](#)

Hotel Accommodations:

Link to Reserve:

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1753806969321&key=GRP&app=resvlink>

Agenda at a Glance

Youth Development Training Conference

Thursday, November 20, 2025

10:00-11:15AM Early Bird Sessions
11:30AM-12:30PM Keynote Speaker
12:30-1:15PM Lunch with Welcome Speakers
1:30-2:45PM Concurrent Sessions
3:00-4:15PM Concurrent Sessions
4:30-5:00PM Annual Meeting of the Association

Friday, November 21, 2025

8:00-9:00AM Breakfast and Networking
9:00-10:00AM General Session
10:15-11:30AM Concurrent Sessions
11:45AM-1:00PM Concurrent Sessions
1:00PM Conference Adjournment

Youth Bureau Director's Training

For Youth Bureau Director's only. Not included in this registration system.

Directors will receive registration email directly.

Cutoff date to make reservations:

Tuesday, November 4, 2025

The ANYSYB Staff Development Training conference is not intended to sell, promote products or proprietary models. The content presented should be actionable for attendees without future sales. ANYSYB does offer sponsorships and vendor tables, more information coming soon.

Wednesday, November 19, 2025

11:00-12:00PM Registration
12:00-1:00PM Welcome and Networking Lunch
1:00-2:15PM General Session
2:30-3:40PM Breakout Sessions
3:45-5:00PM General Session
5:00-6:00PM Networking Reception

Thursday, November 20, 2025

8:00-8:30AM Breakfast Cafe Chat
8:30-9:45AM General Session
10:00-11:30AM General Session
11:30AM-12:30PM ANYSYB Conference Keynote Speaker

Call for Presentations - Share Your Expertise

Proposals must be submitted virtually here: <https://www.surveymonkey.com/r/P2VN2HR>

The deadline for submission has been extended to September 24, 2025

If you have any questions, please email: nysyouthbureaus@gmail.com

Workshop Proposal Tracks

Please use the following as guides for your session proposal. Sessions that embrace best practices, emerging trends and pertinent issues which address both theoretical and practical skills are preferred. Youth co-presenters are encouraged.

Positive Youth Development Topics of Interest

Youth Employment/Workforce Initiatives

- Recruiting/Retaining Youth Employees
- Staff Management & Development
- Summer Youth Employment Program
- Initiatives for Career Readiness

Youth Development Funding & Budget Management

- Exploring Additional Funding Resources

Afterschool Programming

- Engagement & Empowerment
- Professional Development
- Inclusion for Differing Abilities
- Integration of Family, School and Community
- Early Childhood Interventions & Therapies
- PYD Outcomes/Links to Performance Measures
- Parks and Recreations

Diversity, Equity, Inclusion & Belonging

- Social Justice Issues for Youth and Families
- Fostering DEIB in Afterschool Programs
- Restructuring Programs to Advance Racial Justice
- LGBTQ+ Youth Supports
- Working with Youth after Racially Motivated Acts of Terror



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
104
CITY HALL, MOUNT
VERNON, NEW YORK
10550
& VIA
FACEBOOK.
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File #: TMP -1692

Agenda Date: 10/22/2025

Agenda #: 6.

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE WESTCHESTER-PUTNAM LOCAL WORKFORCE DEVELOPMENT BOARD TO ACCEPT FUNDS IN THE AMOUNT OF \$180,000 FOR THE WORKFORCE DEVELOPMENT ACADEMY FOR YOUTH (WDAY) PROGRAM

Whereas, by correspondence dated October 3, 2025, the Executive Director of the Youth Bureau formally requested authorization for the Mayor to enter into an agreement with the Westchester-Putnam Local Workforce Development Board to accept reimbursable grant funding in the amount of One Hundred Eighty Thousand Dollars (\$180,000) to support the operation of the Workforce Development Academy for Youth (WDAY) Program administered by the Mount Vernon Youth Bureau; and

Whereas, the Workforce Development Academy for Youth (WDAY) is a year-round program that provides educational and employment services to eligible youth ages sixteen (16) through twenty-four (24) throughout Westchester and Putnam Counties; and

Whereas, the WDAY Program provides valuable opportunities to out-of-school youth (OSY) to obtain a high school equivalency diploma, explore career pathways, pursue higher education, and secure employment; and

Whereas, the WDAY Program delivers a comprehensive range of youth services including tutoring, alternative secondary school services, paid and unpaid work experience, occupational skills training, leadership development, concurrent education and workforce preparation, supportive services, adult mentoring, follow-up services, financial literacy training, comprehensive guidance and counseling, entrepreneurial skills training, access to labor market information, and transition to post-secondary education; and

Whereas, the Westchester-Putnam Local Workforce Development Board has made available to the City of Mount Vernon Youth Bureau reimbursable grant funding in the total amount of One Hundred Eighty Thousand Dollars (\$180,000) over a four-year period to support the operation of the WDAY Program, serving forty (40) at-risk youth annually; and

Whereas, this grant will be used to support youth education, job readiness, and employment initiatives within the City of Mount Vernon, consistent with the goals of the Mount Vernon Youth Bureau and the City's commitment to workforce and community development; and

Whereas, this grant is fully reimbursable and does not require any matching funds from the City; and

Whereas, the revenues from this grant are to be recorded in revenue code A4790.6, and

expenditures shall be made under the following budget codes:

- A6295.101 (Salaries)
- A6295.104 (Part-Time)
- A6295.402 (Travel Expense)
- A6295.405 (Contracted Outside Services)
- A6295.458 (Miscellaneous)
- A6295.467 (Program Supplies);

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mount Vernon, in regular session convened, as follows:

Section 1. Authorization. The Mayor is hereby authorized to enter into an agreement with the Westchester-Putnam Local Workforce Development Board to accept reimbursable grant funding in the amount of One Hundred Eighty Thousand Dollars (\$180,000) to support the operation of the Workforce Development Academy for Youth (WDAY) Program administered by the Mount Vernon Youth Bureau.

Section 2. Purpose of Funds. The funds shall be used exclusively to implement and operate the WDAY Program, providing educational, workforce development, and supportive services to eligible youth between the ages of sixteen (16) and twenty-four (24).

Section 3. Budget Codes. Grant revenues shall be recorded in A4790.6, and expenditures shall be appropriated to the following budget lines:

- A6295.101 - Salaries
- A6295.104 - Part-Time
- A6295.402 - Travel Expense
- A6295.405 - Contracted Outside Services
- A6295.458 - Miscellaneous
- A6295.467 - Program Supplies

Section 4. Reimbursement and Matching Funds. This grant is a reimbursable grant and does not require any matching funds 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.



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

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
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(914) 665-2344 – Fax: (914) 665-1373
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DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

October 03, 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-Putnam Local Workforce Development Board, allowing the Mount Vernon Youth Bureau to accept funds of \$180,000 for the WDAY Program. This is a four-year reimbursable grant which will serve 40 at-risk youth annually between the ages of 16-24.

Workforce Development Academy for Youth (WDAY) is a year-round program that provides educational and employment services to eligible youth ages 16–24 through designated youth program operators throughout Westchester and Putnam Counties. The program provides resources and services to out-of-school youth (OSY) to help them achieve a high school equivalency diploma, explore career opportunities, enroll in higher education, and/or obtain employment.

- Tutoring
- Alternative Secondary School Services
- Paid and Unpaid Work Experience
- Occupational Skills Training
- Leadership Development
- Education offered concurrently with Workforce Preparation
- Supportive Services
- Adult Mentoring
- Follow-up Services
- Financial Literacy
- Comprehensive Guidance and
- Counseling
- Entrepreneurial Skills Training
- Labor Market Information
- Transition to Post-Secondary Education

Funds are to be accounted for in revenue code A4790.6 and with appropriations in budget codes: A6295.101 (salaries), A6295.104 (part-time), A6295.402 (Travel Expense), A6295.405 (contracted outside services), A6295.458 (Misc.), and A6295. 467 Program Supplies. This is a reimbursable grant and does not require any matching.

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

Sincerely,



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

SHAWYN PATTERSON-HOWARD
Mayor

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DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

Enclosed: Email Award Letter

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

Burrell, Debbie

From: Oliveto, Elizabeth <eqo9@westchestercountyny.gov>
Sent: Wednesday, September 17, 2025 2:59 PM
To: Burrell, Debbie
Cc: Norris-Lowe, Sonda
Subject: Contract for Workforce Development Academy for Youth (WDAY) 2025-2029

Debbie Burrell-Butler
Executive Director, MBA
Mt. Vernon Youth Bureau
City Hall, One Roosevelt Square
Mt. Vernon, NY 10550

Re: Contract for Workforce Development Academy for Youth (WDAY) 2025-2029

Dear Ms. Burrell-Butler,

I am pleased to inform you that the County of Westchester, on behalf of the Westchester-Putnam Local Workforce Development Board, intends to exercise an option with the Mt. Vernon Youth Bureau for the operation of WDAY. Under this agreement, the Mt. Vernon Youth Bureau will serve 40 youth at a cost of \$4,500 per participant, for a total contract amount of \$180,000.

The term of this agreement will commence on or about July 1, 2025, and continue through June 30, 2029, unless terminated earlier in accordance with the provisions of the agreement. The County, at its sole discretion, may extend the term for up to three (3) additional one-year periods under the same pricing terms and conditions, with the understanding that the not-to-exceed cap may be adjusted annually based on available funding.

This funding is provided under the Workforce Innovation and Opportunity Act of 2014, PL 113-128, and its implementing regulations (WIOA). Please note that all funds must be expensed or incurred by June 30, 2025, as required under WIOA.

The proposed contract is subject to approval by the Westchester County Commissioner of Social Services, the Westchester County Board of Acquisition and Contract, and the Westchester County Attorney.



Congratulations, and welcome to the team! We look forward to a successful partnership in supporting Westchester's youth.

Sincerely,

Liz

"Always leave your campsite better than how you found it." - James O. -

Elizabeth (Liz) Oliveto
Program Administrator for Youth Development
Westchester-Putnam Career Center Network
(914) 419-5907



City of Mount Vernon, New York

Staff Report

1 ROOSEVELT SQ. RM.
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File #: TMP -1694

Agenda Date: 10/22/2025

Agenda #: 7.

City Council:

AN ORDINANCE AMENDING ORDINANCE NO. 13, ADOPTED BY THE CITY COUNCIL ON APRIL 9, 2025, ENTITLED “AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE FLYING CLASSROOM, A PARENT COMPANY FOR THE BARRINGTON IRVINGTON TECHNICAL TRAINING SCHOOL (BITTS), FOR THE MOUNT VERNON YOUTH BUREAU’S SOLAR GO KART SUMMER ACADEMY”

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

Section 1. The first decretal paragraph, the third, fourth Whereas clause, and Section 1 of Ordinance No. 13, adopted by the City Council on April 9, 2025, entitled “**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE FLYING CLASSROOM, A PARENT COMPANY FOR THE BARRINGTON IRVINGTON TECHNICAL TRAINING SCHOOL (BITTS), FOR THE MOUNT VERNON YOUTH BUREAU’S SOLAR GO KART SUMMER ACADEMY,”** is hereby amended as follows:

Whereas, in a letter dated October 6, [March 31], 2025, the Commissioner of the Department of Assessment formally requested authorization to amend Ordinance No. 13, adopted by the City Council on April 9, 2025, for the Mayor to enter into an agreement with the Flying Classroom, a parent company for The Barrington Irving Technical Training School (BITTS), led by CEO Captain Barrington Irving and his team, to implement the Mount Vernon Youth Bureau’s Solar GO KART Summer Academy for the period of July 8, 2025, through August 14, 2025, for a total amount not to exceed Forty-Five Thousand Dollars (\$45,000.00); and; and

Whereas, the City of Mount Vernon is committed to providing educational and engaging programs for youth that enhance their learning experiences and skill sets in science, technology, engineering, mathematics, and literacy (STEM+); and

Whereas, the Mount Vernon Youth Bureau seeks to partner with the Flying Classroom, a parent company for The Barrington Irving Technical Training School (BITTS), led by CEO Captain Barrington Irving and his team at the Barrington Irving Technical Training School (BITTS), to implement the Solar GO KART Summer Academy for middle school students in grades 6-8; and

Whereas, this six-week program, running from July 8, 2025, to August 14, 2025, will provide 15 students with immersive hands-on STEM+ experiences, teamwork, problem-solving, and critical thinking skills, culminating in the construction of two (2) solar go-karts; and

Whereas, the program will be delivered through a combination of live virtual sessions and in-person training at Recreational Brush Park from August 5, 2025, through August 14, 2025; and

Whereas, funding for this program in the amount of Forty-Five Thousand Dollars (\$45,000.00) is available and allocated as follows:

- Forty Thousand Dollars (\$40,000.00) from revenue code A4790.6 associated with budget code A6295.405 (State reimbursable grant - Project RISE);

- Five Thousand Dollars (\$5,000.00) from revenue code A4820 associated with budget code A7316.405 (no cost to the city, funds are readily available, and no matching funds required); **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization into Agreement. The Mayor is hereby authorized to enter into an agreement with the Flying Classroom, a parent company for The Barrington Irving Technical Training School (BITTS), led by CEO Captain Barrington Irving and his team, to implement the Mount Vernon Youth Bureau's Solar GO KART Summer Academy for the period of July 8, 2025, through August 14, 2025, for a total amount not to exceed Forty-Five Thousand Dollars (\$45,000.00).

Section 2. Program Implementation. The Solar GO KART Summer Academy shall be conducted in accordance with the approved curriculum, which is nationally aligned to ensure a comprehensive educational experience for all participants. The program shall include virtual instruction and in-person sessions at Recreational Brush Park from August 5, 2025, through August 14, 2025.

Section 3. Funding and Accounting. The allocated funds shall be disbursed as follows:

(a) Forty Thousand Dollars (\$40,000.00) shall be drawn from revenue code A4790.6 associated with budget code A6295.405, as part of the State reimbursable grant - Project RISE.

(b) Five Thousand Dollars (\$5,000.00) shall be drawn from revenue code A4820 associated with budget code A7316.405, with *no* cost to the city and no matching funds required.

Section 4. Effective Date. This ordinance shall take effect immediately upon its adoption by the Board of Estimate & Contract.

New Matter Underlined

Deleted Matter in Brackets []



**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/ myouthbureau

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

October 06, 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 amend the ordinance dated April 09, 2025, authorizing the Youth Bureau to partner with The Flying Classroom, a parent company for The Barrington Irving Technical Training School (BITTS), for auditing purposes.

Should you require further information, please do not hesitate to contact me at (914) 665-2347 or via email at Dburrell@mountvernonny.gov.

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

Enclosed: Previous Approved Ordinance Letter

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

**AN ORDINANCE AUTHORIZING THE MAYOR
TO ENTER INTO AN AGREEMENT WITH THE
FLYING CLASSROOM FOR THE MOUNT VERNON
YOUTH BUREAU'S SOLAR GO KART SUMMER ACADEMY**

Whereas, in a letter dated March 31, 2025, the Executive Director of the Youth Bureau requested authorization for the Mayor to enter into an agreement with the Flying Classroom, led by CEO Captain Barrington Irving and his team, to implement the Mount Vernon Youth Bureau's Solar GO KART Summer Academy for the period of July 8, 2025, through August 14, 2025, for a total amount not to exceed Forty-Five Thousand Dollars (\$45,000.00); and

Whereas, the City of Mount Vernon is committed to providing educational and engaging programs for youth that enhance their learning experiences and skill sets in science, technology, engineering, mathematics, and literacy (STEM+); and

Whereas, the Mount Vernon Youth Bureau seeks to partner with the Flying Classroom, led by CEO Captain Barrington Irving and his team at the Barrington Irving Technical Training School (BITTS), to implement the Solar GO KART Summer Academy for middle school students in grades 6-8; and

Whereas, this six-week program, running from July 8, 2025, to August 14, 2025, will provide 15 students with immersive hands-on STEM+ experiences, teamwork, problem-solving, and critical thinking skills, culminating in the construction of two (2) solar go-karts; and

Whereas, the program will be delivered through a combination of live virtual sessions and in-person training at Recreational Brush Park from August 5, 2025, through August 14, 2025; and

Whereas, funding for this program in the amount of Forty-Five Thousand Dollars (\$45,000.00) is available and allocated as follows:

- Forty Thousand Dollars (\$40,000.00) from revenue code A4790.6 associated with budget code A6295.405 (State reimbursable grant - Project RISE);
- Five Thousand Dollars (\$5,000.00) from revenue code A4820 associated with budget code A7316.405 (no cost to the city, funds are readily available, and no matching funds required); **Now, Therefore, Be It Resolved That**

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

Section 1. Authorization into Agreement. The Mayor is hereby authorized to enter into an agreement with the Flying Classroom, led by CEO Captain Barrington Irving and his team, to implement the Mount Vernon Youth Bureau's Solar GO KART Summer Academy for the period of July 8, 2025, through August 14, 2025, for a total amount not to exceed Forty-Five Thousand Dollars (\$45,000.00).

Section 2. Program Implementation. The Solar GO KART Summer Academy shall be conducted in accordance with the approved curriculum, which is nationally aligned to ensure a comprehensive educational experience for all participants. The program shall include virtual instruction and in-person sessions at Recreational Brush Park from August 5, 2025, through August 14, 2025.

13

Section 3. Funding and Accounting. The allocated funds shall be disbursed as follows:

(a) Forty Thousand Dollars (\$40,000.00) shall be drawn from revenue code A4790.6 associated with budget code A6295.405, as part of the State reimbursable grant - Project RISE.

(b) Five Thousand Dollars (\$5,000.00) shall be drawn from revenue code A4820 associated with budget code A7316.405, with *no* cost to the city and no matching funds required.

Section 4. Effective Date. This ordinance shall take effect immediately upon its adoption by the Board of Estimate & Contract.

Vote Taken As Follows: 4/9/025
Boxhill: Yea Browne: Absent
Gleason: Yea Thompson: Yea
Poteat: Yea Ordinance Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

Deputy

APPROVED

Date

By Mayor

Page | 2

THIS ORDINANCE

ADOPTED BY CITY COUNCIL

ATTEST

President

City Clerk



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1701
A

Agenda Date: 10/22/2025

Agenda #: 8 -

City Council:

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 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

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.



**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/ myouthbureau

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

October 10, 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 agree with the Westchester-Putnam Local Workforce Development Board, allowing the Mount Vernon Youth Bureau to accept funds of **\$800,068** for the Youth Employment Program (YEP). This is a reimbursable grant that begins October 1, 2025, and ends June 30, 2026, to serve **80** youth between the ages of 14 and 20.

The Youth Employment Program (YEP) is a 10-month program that provides educational and employment services to eligible youth ages 14–20 through designated youth program operators through the Youth Bureau. The program provides resources and services to youth to help them achieve self-sufficiency, pays for their driver's license if enrolled within the program and completes all requirements, explores career opportunities, purchases program supplies, and contracts with vendors that help to enhance the program.

Funds are to be accounted for in revenue code A3989 and with appropriations in budget codes: A7321.101 (salaries), A7321.104 (part-time), A7321.203 Equipment); A7321.402 (Travel Expense), A7321.405 (contracted outside services), A7321.458 (Misc.), and A7321. 467 (Program Supplies. This is a reimbursable grant and does not require any matching.

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: Email Award Letter

CC: Shawyn Patterson-Howard, Mayor
Darren Morton, Comptroller



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

SHAWYN PATTERSON-HOWARD
Mayor

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

DENA T. WILLIAMS, MPA
Deputy Director

Brian Johnson, Corporation Counsel

THOM KLEINER
Executive Director

SENT VIA EMAIL

October 9, 2025

Deborah Burrell
City of Mount Vernon Youth Bureau
One Roosevelt Square
Mount Vernon, NY 10550

Re: 2025 Youth Employment Program (YEP)

Dear Debbie,

This letter is to formally inform you that you will be a recipient of funding under a contract as a Youth Employment Program partner. The City of Mount Vernon Youth Bureau will provide Youth Employment Services to eighty (80) Youth, 14 to 20 years of age, beginning on 10/1/25 to 6/30/202 subject to all necessary approvals. **The contract award for the period is expected not to exceed \$800,068.00.**

The proposed contract described above is subject to the following approvals: The Westchester County Commissioner of Social Services, The Westchester County Board of Acquisition and Contract and the Westchester County Attorney. Therefore, this letter should not be construed in any way as a guarantee of the availability of any such funds to the entity named herein. Upon receipt of these approvals, a formal contract will be executed between the County and the City of Mount Vernon Youth Bureau.

Sincerely,

Thom Kleiner, Executive Director

CC: Sonda Norris, Mary Skirchek

The Westchester-Putnam Workforce Development Board (WPWDB) is comprised of leaders and staff of state and county government agencies, non-profits, public education, and the private sector who work together to strengthen the partnerships between business, education, and service providers within the "Career Center Network" to meet the needs for a skilled workforce. The WPWDB provides policy directions and program oversight to the Career Centers and workforce development programs in Westchester and Putnam counties.



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1639

Agenda Date: 10/8/2025

Agenda #: 9.

City Council:

AN ORDINANCE TO ESTABLISH A BUSINESS REGISTRATION REQUIREMENT FOR ALL FOR-PROFIT BUSINESSES OPERATING WITHIN THE CITY OF MOUNT VERNON

Whereas, in correspondence dated September 17, 2025, the Director of Business Development of the Industrial Development Agency submitted a formal request to establish a mandatory business registration program for all for-profit business entities operating within the City in order to improve municipal oversight, enhance regulatory compliance, and promote a fair and transparent business environment; and

Whereas, the City Council of the City of Mount Vernon recognizes the importance of maintaining accurate and current data concerning all for-profit business entities operating within the City to ensure equitable economic development, effective code enforcement, and coordinated municipal operations; and

Whereas, the absence of a unified business registration system has historically hindered interdepartmental communication and the City's ability to efficiently track business ownership, tenancy, licensing, and zoning compliance; and

Whereas, the establishment of a Business Registration Ordinance will modernize the City's regulatory framework, promote transparency, and facilitate real-time data collection through a centralized digital registration process; and

Whereas, the Department of Business Development of the Mount Vernon Industrial Development Agency (MV IDA) has recommended that the City Council enact this Ordinance to implement a tri-annual registration requirement for all operating for-profit businesses; and

Whereas, the adoption of this Ordinance will advance the City's strategic goals of economic growth, code compliance, and improved public safety while providing a reliable mechanism for monitoring business activity; **Now, Therefore, Be It Resolved That**

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

Section 1. Title and Purpose. This Ordinance shall be known as the "City of Mount Vernon Business Registration Ordinance."

The purpose of this Ordinance is to establish a mandatory business registration program for all for-profit business entities operating within the City in order to improve municipal oversight, enhance regulatory compliance, and promote a fair and transparent business environment.

Section 2. Registration Requirements.

1. All for-profit businesses operating within the City of Mount Vernon, whether located in commercial, industrial, or home-based premises, shall be required to register with the City every three (3) years.
2. The registration process shall be administered and maintained by Business Development of the Mount Vernon Industrial Development Agency (MV IDA) through the City's official online portal.
3. A Business Registration Certificate shall be issued upon successful completion of registration and shall be conspicuously displayed at the business location.

Section 3. Registration Documentation. Each business applying for registration must submit, through the City's Online Portal, the following documentation:

1. Proof of legal business formation (e.g., Articles of Incorporation, DBA certificate, etc.);
2. Employer Identification Number (EIN) issued by the IRS;
3. Copy of lease agreement or property deed;
4. Name and emergency contact of property owner/landlord;
5. Name and emergency contact of business owner or on-site manager;
6. Copies of applicable New York State licenses (e.g., Cannabis Management, Liquor Authority, Department of Motor Vehicles, etc.);
7. Proof of business insurance;
8. Business hours and operational description; and
9. Certification of compliance with the City's Business Video Camera Ordinance.

Section 4. Fees and Fiscal Consideration.

1. Initial Registration Fee: None.
2. Renewal Fee: \$150.00 every three (3) years.
3. Non-Compliance Penalties: Fees assessed for failure to register or late submission shall be established and collected by the Office of the City Clerk on behalf of the City Council.
4. The Office of the Comptroller shall create a dedicated revenue line to receive funds generated by registration and penalties.
5. A budget code shall be established within the Office of the City Clerk to process payments and record revenues.

Section 5. Enforcement and Compliance.

1. Enforcement of this Ordinance shall be carried out collaboratively by:

- Business Development of the Mount Vernon Industrial Development Agency;
- The Department of Buildings;
- Department of Code Enforcement;
- Department of Public Works;
- Fire Prevention Bureau of the Mount Vernon Fire Department; and
- The Mount Vernon Police Department.

2. Businesses that fail to register within the prescribed period shall be deemed non-compliant and subject to penalties, including fines, suspension of operating permissions, or closure pursuant to the City's Municipal Code.

3. Non-compliance may also delay the issuance or renewal of a Certificate of Tenancy or Certificate of Occupancy by the Department of Buildings.

Section 6. Administration and Program Management.

1. Business Development of the Mount Vernon Industrial Development Agency shall serve as the lead agency responsible for:
 - Administering the Business Registration Program;
 - Issuing Business Registration Certificates;
 - Assessing and collecting late fees;
 - Developing Standard Operating Procedures (SOPs); and
 - Conducting community outreach and stakeholder education.
2. The Office of the City Clerk shall receive and record revenues on behalf of the City Council, in coordination with the Finance Department and Management Services.
3. The program shall utilize the City's Online portal to collect debit/credit payments and maintain secure digital records.

Section 7. Environmental Considerations. This Ordinance is administrative in nature and does not have a direct environmental impact; therefore, it is exempt from environmental review under the New York State Environmental Quality Review Act (SEQRA).

Section 8. Severability. If any provision of this Ordinance is found to be invalid or unenforceable, such invalidity shall not affect the remaining provisions, which shall continue in full force and effect.

Section 9. Effective Date. This Ordinance shall take effect immediately upon passage and approval by the City Council and subsequent approval by the Board of Estimate & Contract, and the

Business Registration Program shall be launched within ninety (90) days thereafter.



CITY OF MOUNT VERNON, N.Y.

Industrial Development Agency

SHAWYN PATTERSON-HOWARD

Chairperson

City Hall, One Roosevelt Square

Mount Vernon, NY 10550

(914) 465 2994 – Mobile: (914) 609 7792

ROBIN MACK

Director, Business Development - IDA

September 17, 2025

VIA EMAIL

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

Subject: Referral for Consideration – Permission to Enact a Business Registration Ordinance at the October 8, 2025 City Council Meeting

Dear Honorable Councilmembers,

SECTION #1: Recommended Action by the City Council

Business Development of the Industrial Development Agency requests that the City Council adopts an Ordinance to register for-profit businesses.

SECTION #2: Background Detail and Rationale for Recommendation

This initiative aligns with our city's goals to modernize municipal operations, promote equitable economic development, enhance code compliance, and maintain accurate, real-time data on business and industry citywide.

Mount Vernon currently lacks a unified registration system. As a result, city departments often face challenges in tracking ownership, tenancy, licensure, and zoning compliance. The proposed ordinance will resolve this by mandating a tri-annual registration for all operating for-profit businesses and establishing a digital workflow via our Online portal.

SECTION #3: Fiscal Impact Statement / Fiscal Considerations

Under the proposed ordinance, all for-profit businesses operating in Mount Vernon will be required to register every three (3) years.



CITY OF MOUNT VERNON, N.Y.

Industrial Development Agency

SHAWYN PATTERSON-HOWARD

Chairperson

City Hall, One Roosevelt Square

Mount Vernon, NY 10550

(914) 465 2994 – Mobile: (914) 609 7792

ROBIN MACK

Director, Business Development - IDA

The key components are as follows:

- Initial Registration Fee: None
- Renewal Fee: \$150.00 every three years
- Program Administration: Business Development, through the Mount Vernon Industrial Development Agency
- Non-Compliance Fees: Collected by the Office of the City Clerk on behalf of the City Council
- Establish a budget code within the Office of the City Clerk to collect fees and penalties.
- Enforcement: Collaborative effort between Business Development, Department of Buildings and citywide code enforcement officers to monitor registration certificate conspicuously posted in businesses and completed applications via our Online portal according to departmental processes.

Registration Documentation

Businesses must apply through the City's Online portal, and upload the following documentation:

1. Proof of legal formation (e.g., Articles of Incorporation, DBA, etc.)
2. Employer Identification Number (EIN) issued by the IRS
3. Copy of lease agreement or property deed
4. Name and emergency contact of property owner/landlord
5. Name and emergency contact of business owner or on-site manager
6. Copies of required NYS-issued business licenses (NYS Office of Cannabis Management; NYS Liquor Authority; NYS Department of Motor Vehicles, etc.)
7. Proof of business insurance
8. Business hours and operational description
9. Indication of compliance with the City's Business Video Camera Ordinance
10. Business Development of the Mount Vernon Industrial Development Agency lead agency for registration compliance and issuance.

Late Fees and Penalties

Once in effect, failure to complete the registration process will delay issuance of a final Certificate of Tenancy or Certificate of Occupancy by the Department of Buildings. Existing businesses must complete the registration process within the applicable period or will be deemed non-compliant with the Ordinance. Late registration fees and penalties will be issued according to the fee structure.



CITY OF MOUNT VERNON, N.Y.

Industrial Development Agency

SHAWYN PATTERSON-HOWARD

Chairperson

City Hall, One Roosevelt Square

Mount Vernon, NY 10550

(914) 465 2994 – Mobile: (914) 609 7792

ROBIN MACK

Director, Business Development - IDA

SECTION #4: Departmental Impacts

Business Development of the Mount Vernon Industrial Development Agency will act as lead agency, and will:

- Launch community and stakeholder education efforts following adoption.
- Administer and operate the program including issue Business Registration Certificate.
- Assess late fees and penalties.
- Develop Standard Operating Procedures

In coordination with the Office of the City Clerk, the Finance Department and Management Services the corresponding budget code will be established and incorporated in the city's Online portal to collect debit/credit payments. In person payments will be collected according to current procedure for the benefit of the Office of the City Clerk on behalf of the City Council.

This ordinance will elevate Mount Vernon's regulatory infrastructure and business climate while empowering departments with data to serve our community more effectively.

SECTION #5: Environmental Considerations are not applicable

SECTION #6: Enforcement Plan by Policy

The City reserves the right to inspect registered businesses for compliance with zoning, safety, and surveillance regulations. Failure to comply may result in penalties, fines, or business closure in accordance with municipal code. Code enforcement officers of the Department of Public Works, Department of Buildings, Fire Prevention of the FDMV and MVPD may enforce in accordance with the municipal code.

SECTION #7: Other Final Department Needs are not applicable



CITY OF MOUNT VERNON, N.Y.

Industrial Development Agency

SHAWYN PATTERSON-HOWARD

Chairperson

City Hall, One Roosevelt Square

Mount Vernon, NY 10550

(914) 465 2994 – Mobile: (914) 609 7792

ROBIN MACK

Director, Business Development - IDA

This ordinance will elevate Mount Vernon's regulatory infrastructure and business climate while empowering departments with data to serve our community more effectively. Additionally, I am requesting the Office of the Comptroller to create a Revenue Line to receive the funds.

If you have any questions or concerns, please feel free to contact me at 914 465 2994 or
RMack@Mountvernonny.gov.

Respectfully submitted,

Robin Mack
Director of Business Development and
Compliance Mount Vernon Industrial
Development Agency

Cc: Shawyn Patterson-Howard, Mayor
Malcolm Clark, Chief of Staff

Brian Johnson, Corporation Counsel
File (2)

City of Mount Vernon Business Registration Ordinance

§1. Purpose

The purpose of this ordinance is to establish a comprehensive business registration system for all entities operating within the City of Mount Vernon. This registry will promote public safety, ensure compliance with local ordinances, including the City's Business Video Camera Ordinance, and provide accurate data for economic development, zoning, and municipal planning.

§2. Applicability

This ordinance applies to all businesses operating in the City of Mount Vernon, including but not limited to sole proprietorships, partnerships, limited liability companies (LLCs), and corporations. Businesses exempt from state licensure requirements must still register under this ordinance if operating within city limits.

§3. Registration Requirement

All businesses shall be registered with the City during the Certificate of Tenancy application process. Proof of registration shall be required before issuance of a Certificate of Occupancy or Certificate of Tenancy. A Business Registration Certificate must be posted conspicuously at the place of business at all times.

§4. Registration Documentation

Each business must submit the following:

1. Proof of business formation (Articles of Organization or Incorporation, or Certificate of Assumed Name).
2. Physical address of the business.
3. Copy of lease or other proof of tenancy; or property deed.
4. Employer Identification Number (EIN) issued by the IRS.
5. Proof of business insurance.
6. Copies of required NYS-issued business licenses (NYS Office of Cannabis Management; NYS Liquor Authority; NYS Department of Motor Vehicles, etc.)
7. Proof of sales tax collection
8. Name, address, phone, and email of business owner(s) and local on-site manager.

9. Business hours and intended business use.
10. Whether the business use is subject to compliance with the City of Mount Vernon Business Video Camera Ordinance.

§5. Term and Renewal

Registration shall be valid for three (3) years. Renewal is required no later than 30 days prior to expiration. A renewal fee of \$150 shall be assessed at time of renewal.

§6. Fee Schedule

Initial registration: No fee.

Three-year renewal: \$150 (non-refundable).

Payments must be made via:

- ACH (Automated Clearing House)
- Credit/Debit Card
- Money Order

Checks are not accepted.

All payments and fines are payable to the "City of Mount Vernon" and collected by the Office of the City Clerk on behalf of the City Council.

§7. Late Registration and Penalties

If a business fails to register within the applicable period following the issuance of a Certificate of Tenancy:

Days After Certificate of Tenancy	Fine Amount
0–30 days	No fine
31–60 days	\$50
61–90 days	\$100
91–120 days	\$200
121 days and beyond	\$500

Fines shall be payable to the "City of Mount Vernon" and collected by the Office of the City Clerk on behalf of the City Council. Businesses shall not be permitted to renew Certificates of Tenancy or other permits, or obtain municipal services until fines are paid in full.

§8. Enforcement

Business Development of the Mount Vernon Industrial Development Agency shall administer this ordinance in collaboration with the Mount Vernon Department of Buildings. The City reserves the right to inspect registered businesses for compliance with zoning, safety, and surveillance regulations. Failure to comply may result in penalties, fines, or business closure in accordance with municipal code. Code enforcement officers of the Department of Public Works, Department of Buildings, Fire Prevention of the FDMV and MVPD may enforce in accordance with the municipal code.

§9. Severability

If any provision of this ordinance is found to be invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

§10. Effective Date

This ordinance shall take effect January 1, 2026.



CITY OF MOUNT VERNON, N.Y.
Industrial Development Agency

SHAWYN PATTERSON-HOWARD
Chairperson

City Hall, One Roosevelt Square
Mount Vernon, NY 10550
(914) 465 2994 – Mobile: (914) 609 7792

ROBIN MACK
Director, Business Development

City of Mount Vernon – Proposed Business Registration Ordinance
Comparative Review vs. Municipalities with Business Registration Ordinance

Executive Summary

This ordinance is designed to establish a comprehensive business registry that enhances compliance, improves public safety, and supports our long-term economic development goals. What distinguishes Mount Vernon's model from peer municipalities is its integration with the Certificate of Tenancy/Occupancy process, its alignment with the Business Video Camera Ordinance, and a business-friendly three-year renewal fee structure. This balanced approach ensures accountability while encouraging participation from all business operators within the city.



CITY OF MOUNT VERNON, N.Y.

Industrial Development Agency

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ROBIN MACK
Director, Business Development

Side-by-Side Comparison

Municipality	Mount Vernon (proposed)	Buffalo	Cohoes	Lackawanna	Lake George	Great Neck Plaza	Port Jefferson
Purpose	Registry for safety, compliance, planning, econ. dev., integrates video camera ordinance	Public identification via signage	Registry for public info, safety, taxation, utilities, planning	Broad welfare, health, morals, safety	Broad welfare, health, morals, safety	Public health/safety; emergency info; compliance with regs	Safety; Fire Marshal oversight; hazardous materials tracking
Scope	All businesses, incl. sole props, LLCs, corps	All premises (if not otherwise licensed)	All businesses (profit; nonprofits encouraged)	All businesses (some home-based exempt)	All businesses (with exemptions, e.g., ag sales)	New retail in B Zoning District only	All businesses; landlord duty
Trigger/Timing	Proof required before Certificate of Tenancy/Occupancy	Ongoing signage & limited registration	Before operation; annual inspections & operating permit	Certificate before operation; renewals every 3 yrs	License before operation; annual renewal	Registration before opening; orientation conference	Registration at opening; updates required on changes
Authority	MV IDA + Buildings; DPW/Fire/Police	Commissioner of Inspections	City Clerk + Code Enforcement	Clerk + Council +	Town Clerk & Board; Planning	DPW & Mayor's office	Fire Marshal



CITY OF MOUNT VERNON, N.Y.

Industrial Development Agency

SHAWYN PATTERSON-HOWARD
Chairperson

City Hall, One Roosevelt Square
Mount Vernon, NY 10550
(914) 465 2994 – Mobile: (914) 609 7792

ROBIN MACK
Director, Business Development

				Public Safety/Police	Board for site plan		
Info Required	Ownership, EIN, insurance, licenses, tenancy, emergency contacts, hours, video ordinance applicability	Nature of business	Full registration + inspections	Ownership, compliance, background	Applicant ID, sales-tax cert, convictions	Ownership, landlord/emergency contacts, insurance, lease, convictions, signage	Business certificate; hazardous materials; ownership/activity changes
Fees	Initial \$0; \$150 every 3 yrs	Not specified	\$40/unit inspection + other fees	\$100 every 3 yrs	Variable; transient \$500/day	\$25	Not specified in §139-11
Renewal	3 years	N/A	Annual	3 years	Annual	One-time at opening	Rolling, triggered by changes
Enforcement	Late fines (\$0 → \$500), inspections, permit/service holdbacks	Visibility requirement	Penalties up to \$250 & 15 days jail; inspections	Penalties up to \$250 & 15 days jail; revocation possible	Penalties up to \$250 & 15 days jail	Penalties up to \$250 & 15 days jail	Enforcement via Fire Marshal; ongoing duty
Special Features	Integrated with tenancy/occupancy process and video ordinance	Signage focus	Strong inspection/permit system	Council-approved; provisional certificates	Licensing regime with transient/garage-sale rules	Orientation conference for new retail	Hazardous materials & change-notification central



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ROBIN MACK
Director, Business Development

Quick Takeaways

- Comprehensive scope: CMV, Cohoes, Lackawanna, and Lake George cover all businesses; Great Neck Plaza is limited to new retail; Port Jefferson emphasizes safety and hazardous materials.
- Integrated compliance: CMV links business registration to Certificates of Tenancy/Occupancy and the video camera ordinance.
- Inspections: Cohoes and Lake George require formal inspections and operating permits; CMV allows inspections but doesn't mandate annual permits.
- Fees: CMV fee structure (\$0 initial, \$150 every 3 years) is designed to encourage compliance.



City of Mount Vernon, New York

Staff Report

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

File #: TMP -1700

Agenda Date: 10/22/2025

Agenda #: 10.

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A THREE-YEAR SERVICE AGREEMENT WITH ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC. (ESRI) FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOFTWARE

Whereas, in correspondence dated October 10, 2025, the Commissioner of the Department of Planning & Community Development formally requested authorization for the Mayor to execute a three-year service agreement with Environmental Systems Research Institute, Inc. (ESRI), under Agreement Quotation #Q-555192, for the continued use, maintenance, and technical support of the City's Geographic Information Systems (GIS) software platform; and

Whereas, the ESRI platform provides the City with continued technical assistance, software licensing, and subscription access to the City's Geographic Information System (GIS) platform, which has become an essential tool for interdepartmental coordination and efficient service delivery; and

Whereas, since its implementation, the GIS system has enhanced the City's ability to map, analyze, and manage critical infrastructure and assets, including sewers, water lines, hydrants, traffic signals, and roadways; and

Whereas, the GIS platform supports data-driven decision-making and has improved efficiency and transparency across multiple City departments, including the Department of Planning and Community Development, Department of Public Works, Police Department, Fire Department, the Assessor's Office, and the Board of Water Supply; and

Whereas, the City's GIS tools have enabled innovative applications such as property data integration, lead service line tracking, code enforcement mapping, public works dashboards, zoning and planning analyses, crime mapping, sustainability studies, and the City's public-facing Zoning Finder tool; and

Whereas, the proposed three-year renewal will ensure the continuation of uninterrupted GIS service, maintenance, and support for the City, thereby maintaining operational continuity across all departments; and

Whereas, the total cost of the three-year agreement is One Hundred Eighty Thousand Nine Hundred Dollars (\$180,900), payable in annual installments of Sixty Thousand Three Hundred Dollars (\$60,300), to be funded through Budget Line 8020.405 - Contracted Outside Services of the Department of Planning and Community Development;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mount Vernon, in the County of Westchester and State of New York, as follows:

Section 1. Authorization. The Mayor is hereby authorized to execute a three-year service agreement with Environmental Systems Research Institute, Inc. (ESRI), under Agreement Quotation #Q-555192, for the continued use, maintenance, and technical support of the City's Geographic Information Systems (GIS) software platform.

Section 2. Term. The term of this agreement shall commence upon execution and continue for three (3) years thereafter, at an annual cost not to exceed Sixty Thousand Three Hundred Dollars (\$60,300) per year, for a total amount not to exceed One Hundred Eighty Thousand Nine Hundred Dollars (\$180,900).

Section 3. Funding. Funds for this agreement shall be charged to Budget Line 8020.405 - Contracted Outside Services of the Department of Planning and Community Development.

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



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

October 10, 2025

VIA EMAIL:

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

Re: Request for Legislation Authorizing the Mayor to Execute a Three-Year Service Agreement with Environmental Systems Research Institute, Inc. (ESRI) for Geographic Information Systems (GIS) Software. For consideration at the October 22, 2025, City Council Meeting.

Honorable City Council Members:

The Department of Planning and Community Development respectfully requests that the Mount Vernon City Council enact legislation authorizing the Mayor to execute a three-year service agreement with Environmental Systems Research Institute, Inc. (ESRI) under Agreement Quotation # Q-555192. The agreement provides continued technical assistance and subscription access to the City's **Geographic Information System (GIS)** platform, which has become an essential tool for interdepartmental coordination and service delivery.

Since its implementation, the City's GIS platform has supported data-driven decision-making and improved the efficiency and transparency of City operations. The system enables mapping and analysis of critical infrastructure and assets—including sewers, water lines, hydrants, traffic signals, and roadways—and is actively used by multiple departments, including Planning, Public Works, Police, Fire, the Assessor's Office, and the Board of Water Supply.

Examples of Departmental Use and Benefits:

- **Assessor's Office:** Consolidated property data, including ownership, elevator status, and city-owned parcels, improving records management.
- **Board of Water Supply:** Developed a Lead Service Line mapping dashboard to track and share public information.
- **Department of Buildings:** Mapped absentee landlords and multifamily properties to support code enforcement and housing analysis.
- **Department of Public Works:** Created public dashboards and route maps to track resurfacing, sewer repair, and sanitation operations.
- **Planning Department:** Produced maps and analyses for the Comprehensive Plan, zoning updates, and grant applications such as the Downtown Revitalization Initiative. The public-facing Zoning Finder tool, powered by ArcGIS, now allows residents to easily access zoning information online.



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JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

- **Police Department:** Supports crime analysis and location-based data through integration with the Tyler New World, which requires ArcGIS maps as a foundational element for location information, i.e. the ability to map calls.
- **Sustainability and Youth Programs:** Used by the Sustainability Office to study urban heat island effects and by the Summer Youth Program to complete the City's first tree inventory.

The ESRI platform has become indispensable to City operations, improving service coordination, transparency, and access to public information for residents.

The proposed renewal extends the existing agreement previously approved by the City Council and will ensure uninterrupted service for the next three years. The annual cost of \$60,300 will be funded through the Department of Planning and Community Development's **Contracted Outside Services budget line 8020.405**. The three-year total is \$180,900.

We respectfully request the City Council's approval of the legislation authorizing the Mayor to execute this renewal agreement with ESRI.

Thank you for your consideration and your continued commitment to the people of Mount Vernon.

Respectfully submitted,

James Rausse, FAICP, WEDG

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



SOLE SOURCE LETTER

Environmental Systems Research Institute, Inc. (Esri)
380 New York Street
Redlands, CA 92373



DATE: January 14, 2025

TO: Whom It May Concern

FROM: Jackie Ricks, Contracts Specialist I, Contracts and Legal Services Dept.

RE: Esri Sole Source Justification for Small Municipal and County Government Enterprise Agreement

This letter confirms Esri, as owner and manufacturer, is the sole source provider of all U.S. domestic Small Municipal and County Government Enterprise Agreements (EA). The Small Municipal and County Government EA is a bundled package of term limited software licenses and maintenance that includes the right to copy.

Subject to the disclosures set forth below, Esri is the only source that can grant a right to copy and deploy Enterprise Software within your organization (Enterprise). Also, domestically Esri is the only source of maintenance (updates and technical support) for all Esri® software.

Esri has authorized certain resellers to resell Small Local Government Cloud-Based Enterprise Agreements for populations of less than 15,000.

If you have further questions, please feel free to call our Contracts and Legal Services Department at 909-793-2853, extension 1990.

A handwritten signature in blue ink that reads "J. Ricks". Below the signature, the name "Jackie Ricks" is printed in a smaller, sans-serif font.



City of Mount Vernon, New York

Staff Report

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104
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File #: TMP -1707

Agenda Date: 11/12/2025

Agenda #:

City Council:

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH GENERAL CODE, A MEMBER OF ICC COMMUNITY DEVELOPMENT SOLUTIONS, LLC, FOR THE eCODE360 API SERVICE

Whereas, in correspondence dated October 21, 2025, the City Clerk formally requested authorization for the Mayor to enter into an agreement with General Code, a member of ICC Community Development Solutions, LLC, for the provision of eCode360 API services, in accordance with the terms and costs set forth herein; and

Whereas, the Office of the City Clerk has identified the need to provide seamless and efficient access to the City of Mount Vernon's Charter and related municipal codes; and

Whereas, General Code, a member of ICC Community Development Solutions, LLC, offers the eCode360 API service, which enables secure digital integration between the City's codified laws and external platforms; and

Whereas, the integration of the eCode360 API will allow the City's technology partner, Readyly, to interface directly with the City Charter using artificial intelligence (A.I.) to provide accessible, accurate, and real-time information to residents and City employees; and

Whereas, the cost of this service includes an initial Year 1 expense of Two Hundred Fifty Dollars (\$250.00) for API Key Creation and Setup, and Five Hundred Ninety-Five Dollars (\$595.00) for Access Maintenance, for a total of Eight Hundred Forty-Five Dollars (\$845.00); and

Whereas, the annual Access Maintenance fee of Five Hundred Ninety-Five Dollars (\$595.00) shall be funded from Budget Line A 1410.215 - Software & Support; and

Whereas, the City Clerk has recommended entering into this agreement with General Code to modernize access to municipal laws and improve digital transparency;

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

Section 1. Authorization. The Mayor is hereby authorized to enter into an agreement with General Code, a member of ICC Community Development Solutions, LLC, for the provision of eCode360 API services, in accordance with the terms and costs set forth herein.

Section 2. Funding. Payment for this agreement shall be made from Budget Line A 1410.215 - Software & Support, with the first-year cost not to exceed Eight Hundred Forty-Five Dollars (\$845.00) and subsequent annual maintenance fees of Five Hundred Ninety-Five Dollars (\$595.00).

Section 3. Purpose. The purpose of this agreement is to facilitate integration between the

City's Charter, hosted by General Code, and the Readyly platform, utilizing artificial intelligence (AI) to provide enhanced access and transparency for residents and City employees.

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



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

JORDAN RIULLANO, JD
Deputy City Clerk

October 21, 2025

Re: An ordinance to authorize into an agreement with General Code for eCode API Service

Dear Honorable Members of the City Council,

I am writing to request approval for the Mayor to enter into an agreement with General Code, a member of ICC Community Development Solutions, LLC, for the eCode 360 API service. The use of this service will allow Readyly to interface, accessing the City's Charter from General Code using artificial intelligence (A.I.) to deliver information to residents and city employees.

A 1410.215 - Software & Support Support

Year 1 → \$250.00 (API Key Creation & Setup)
\$595.00 (Access Maintenance) = \$845.00

The API access maintenance fee is an annual flat rate of \$595.00, which will be funded from A 1410.215 annually.

I respectfully request that the City Council enact legislation allowing the Mayor to enter into this agreement, and that this ordinance take effect immediately upon approval by the Board of Estimate and Contract.

Thank you for your continued support. Please let me know if you require additional information and/or clarification.

Sincerely,

Nicole Bonilla

Nicole Bonilla, MBA
City Clerk



eCode360 API Contract

PREPARED FOR:

City of Mount Vernon, NY

PREPARED BY:

Todd Metcalfe

Codification Account Manager

tmetcalfe@generalcode.com

800.836.8834

DATE:

July 31, 2025

(Valid for six months)

eCode360 API Service

General Code has an Application Programming Interface (API) that delivers structured Code information contained in eCode360 to external systems, including legislation drafting, parcel management, municipal websites, enterprise content management (ECM), permitting, GIS-based interactive maps, code enforcement, law enforcement, and more.

General Code's API integrations can provide access to Mount Vernon's Code with a secure key. eCode360 APIs will create a seamless network to improve code data transfer with your existing municipal applications.

With your eCode360 API and subscription, you can ensure a smooth and continuous communication between your various applications and your municipal Code, allowing staff and constituents the benefits of accessing Code content when they need it.

Why choose a API

- Ease of integration with external systems
- Promotes automation and innovation

Benefits of an API

- Increases productivity for your staff
- Streamlines municipal operations
- Saves costs and time to import Code data
- Provides consistent and up-to-date data
- Enhances constituent experiences with your municipality

Security

The API/secret pair provides for controlled access and authentication.

Support from *General Code*

- Key management
- API documentation
- Stable programmatic connection
- Technical support

Authorization and Agreement

API Key Creation and Setup **\$250**

API Access Maintenance **\$595**

The maintenance fee is an annual recurring flat fee of \$595. Therefore, we recommend that the City budget for this service each year. *General Code* reserves the right to review the license fee annually, and may change the license fee upon thirty (30) days prior to invoice.

Total Investment **\$845**

Authentication Information

Authentication is provided through a key/secret pair that are supplied in every call to the API as HTTP headers.

Please provide the following information when authorizing this proposal:

Please deliver original API Keys to:

Via e-mail to: _____

Code content to be included in API: Entire Code

Performance and Payment Terms

- Upon receipt of signed Authorization, *General Code* will deliver the eCode360 API keys within 5 business days.
- 100% will be invoiced upon delivery.

Project Authorization

The City of Mount Vernon, NY, hereby agrees to the procedures outlined above, and to *General Code's Codification Terms and Conditions*, which are available at <http://www.generalcode.com/terms-and-conditions-documents/>.

Signature _____ Date _____

Please sign, scan and email this page to contracts@generalcode.com, or fax or mail this page to *General Code* at (585) 328-8189, 3490 Winton Place, Rochester, NY 14623

A Member of the ICC Family of Solutions



3490 Winton Place | Rochester, NY 14623 | 800.836.8834 | generalcode.com