

City of Mount Vernon, New York

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



Referral Packet - Final

Monday, October 20, 2025

7:00 PM

City Council Chambers

City Council Work Session

NICOLE BONILLA, M.B.A.
City Clerk

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

LEGISLATION AND PUBLIC WORKS

1. **Management Services:** 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](#)
[Referral Letter](#)

2. **Public Works:** 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. **Public Works:** 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. **Public Works:** 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](#)

HUMAN RESOURCES

5. **Youth Bureau:** 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:** 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:** 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 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:** 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](#)

PUBLIC SAFETY AND CODES

9. **Consumer Protection:** Consumer Protection: September 2025 Monthly Report

Code: PSC

Attachments: [September 2025 Monthly Report](#)

10. **IDA:** 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

11. **Planning:** 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](#)



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.

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Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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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, 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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DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
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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DEPARTMENT of PUBLIC WORKS

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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,

Damani L. Bush
DPW Commissioner

Cc: Comptroller's Office / File
DB/lp

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DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD
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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)

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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, 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

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.

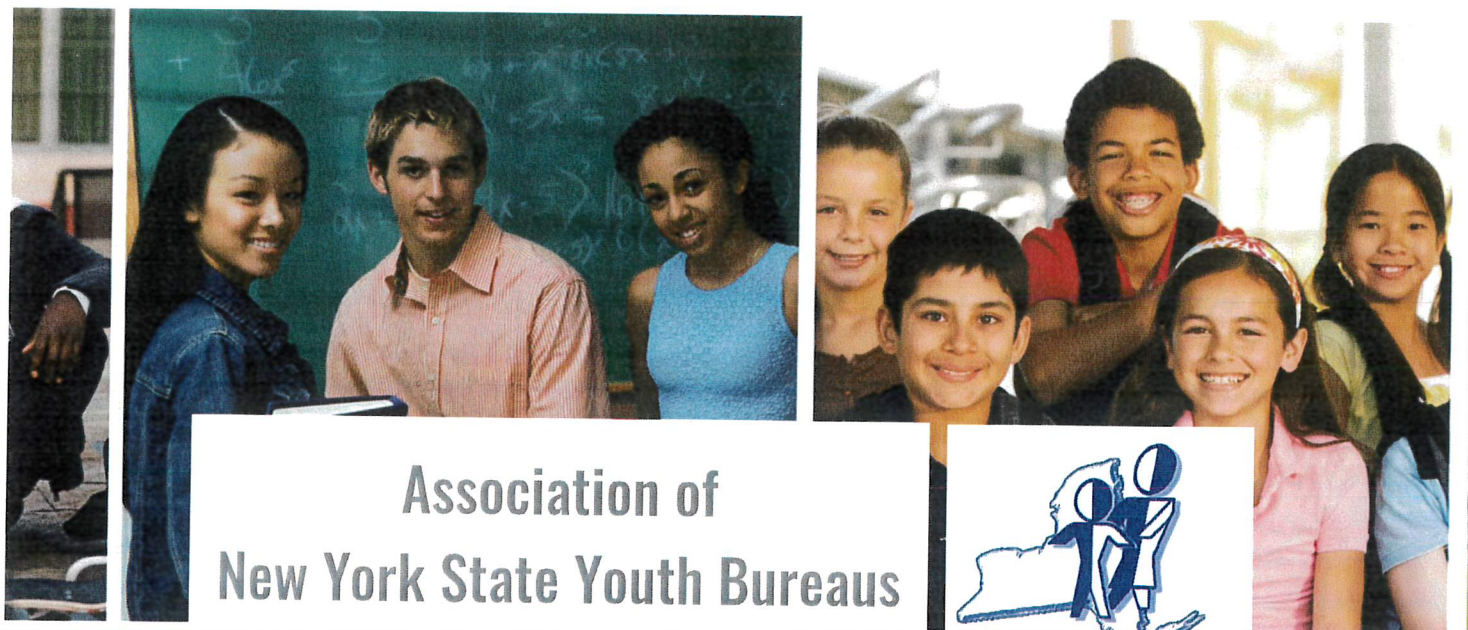
Sincerely,

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.

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.

Directors will receive registration email directly.

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, N.Y.
MOUNT VERNON YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
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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@mountvernongov.gov.

Sincerely,



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

SHAWYN PATTERSON-HOWARD
Mayor

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(914) 665-2344 – Fax: (914) 665-1373
cityofmountvernonyouthbureau@gmail.com
[HTTP://youthbureau.cmvny.com](http://youthbureau.cmvny.com)
[@mountvernonyb/ mvyouthbureau](mailto:@mountvernonyb/mvyouthbureau)

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, N.Y.
MOUNT VERNON YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

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

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

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

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**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.

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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
 APPROVED
 Date
 BY *Shane Patrick Howard*
 Mayor

Derrick Thompson
 Councilperson
 THIS ORDINANCE
 ADOPTED BY CITY COUNCIL
 Acting President
 ATTEST: *Meda Bonella*
 City Clerk



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

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@mountvernony.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

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[@mountvernonyb/ mvyouthbureau](mailto:@mountvernonyb/mvyouthbureau)

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, NY
OFFICE OF CONSUMER PROTECTION
BUREAU OF WEIGHTS AND MEASURES



Monthly Report
September 2025

Shawyn Patterson-Howard, Mayor
Michael Paulercio, Director

Office of Consumer Protection Weights and Measures Monthly
Report September 2025

The Office of Consumer Protection continued with secondary gas station inspections. Stations were tested for proper measure, numerical and arithmetic tolerances on a purchase and four stations had diagnostic octane testing which all passed.

A consumer complaint was resolved where a furniture restoration company had a customer's doors for close to 2 months and they could not contact the company by phone email or in person. I was able to find the proprietor through the landlord and get the restoration and assembly completed.

A scanner accuracy audit was conducted in LaPlacita Market on 100 items for an Item Pricing Waiver renewal. The store scored 100% on 100 items earning a one-year renewal.

The Office of Consumer Protection assisted the Office of Cannabis Management. Two locations were visited; one store had no cannabis items while the other had several. The items were confiscated by OCM and the violation sign of illegal cannabis being sold was put on the stores front window. Additionally, The Office of Consumer Protection removed close to 150 expired snack items, and a summons was issued. A hearing is scheduled for October 15.

Office of Consumer Protection Weights and Measures Monthly Report:
September 2025

Gas Stations	15
Supermarkets	3
Smoke Shops	2
Grocery/Variety	5

Device	Total	Over registering	Under registering	Other	Passed	Sealed
Blended Pumps	44	0	0	0	44	2
Diesel	14	0	0	0	14	0
Octane Tests	11	0	0	0	11	0
Scanner Accuracy Audits	3	0	0	0	3	0
Paper Trail Audits	22	0	0	0	22	0

Citywide gas price averages rose 8¢ in the month of September. The citywide average is \$3.14, with the cheapest stations at \$2.95. The locations are at 135 East 3rd. St. and 1 Mt. Vernon Ave.

Deposits: Inspection Fees: \$2,470.00



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.



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Industrial Development Agency

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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

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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

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Mount Vernon, NY 10550

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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.

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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



CITY OF MOUNT VERNON, N.Y.

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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.



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.





PLANNING & COMMUNITY DEVELOPMENT
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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

