CITY OF MOUNT VERNON, N.Y.
Mayor Office

SHAWYN PATTERSON-HOWARD
Mayor

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

MALCOLM CLARK
Chief of Staff

KHENDRA K. DAVID
Deputy Chief of Staff

September 16, 2025

Re: Authorization for the City of Mount Vernon staff to attend OpenGov Long Island Permitting & Licensing User Group.

Agenda: https://go.opengov.com/UG-2025-10-01-PLC-LongIsland-NewYork-UserGroup_05.locationregpage.html

To the Honorable City Council,

This letter comes as a request that the City Council authorize permission for Mount Vernon City staff to attend OpenGov Long Island Permitting & Licensing User Group scheduled for Wednesday, October 1, 2025, from 7:30 AM – 3:00 PM at 100 Main Street, Huntington, NY 11743.

This full-day event is designed exclusively for municipal representatives engaged in permitting and licensing. It will provide an important opportunity to:

- Build Local Connections: Network with peers from regional municipalities addressing similar challenges.
- Learn from Real-World Successes: Hear directly from municipal leaders and OpenGov customers about best practices and outcomes.
- Gain Hands-On Product Training: Participate in interactive breakout sessions with OpenGov staff.
- Preview Upcoming Features: Review the product roadmap and provide direct feedback.

As the City continues to modernize its permitting and licensing systems, this user group will be an invaluable resource to ensure we are leveraging OpenGov effectively and aligning with regional best practices.

Designated Department Liaisons
To ensure comprehensive representation, the following staff members will participate and serve as liaisons for their respective departments:

- **Fire Department**: Sylver Jones; Dorothy Anderson; *Alternate:* Ted Beale
- **Building Department**: Hediye Mamak; Dawn Asbury; Jamie Pessin

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Travel Policy Compliance:

According to the new travel policy, reimbursement for mileage and tolls requires both Council and Board of Estimate approval when travel exceeds the 35-mile threshold. Since Huntington, NY is beyond this limit, I am respectfully requesting approval in advance to ensure compliance.

The event itself is free to attend, and only travel-related expenses (mileage, food, and tolls) would be subject to reimbursement, not to exceed $300.00 for each department. If available, the staff requests to use a city-owned vehicle.

- Fire Department – A3410.451 Training
- Building Department – A3620.451 Training

Thank you for your consideration of this request. We look forward to representing the City and bringing back insights that will strengthen our permitting and licensing operations.

Sincerely,

Khendra K. David
Deputy Chief of Staff
City of Mount Vernon

cc: Mayor Patterson-Howard
Fire Department
Building Department