



## CITY OF MOUNT VERNON, N.Y.

Industrial Development Agency

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**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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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.



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### **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**



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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](mailto: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)

