

LOCAL LAW NO. ____ OF 2026

A LOCAL LAW AUTHORIZING THE
AMENDMENT OF THE CITY CHARTER
REGARDING THE BUDGET SCHEDULE

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

Section 1. Title. This enactment shall be known as “A Local Law Amending the Charter of the City of Mount Vernon to Establish a Revised Budget Schedule and Procedures.”

Section 2. Purpose. The purpose of this Local Law is to improve the City’s annual budget process by establishing a clear, transparent, and inclusive schedule that enhances collaboration among the Mayor, the Board of Estimate and Contract (BOE), the Comptroller, and the City Council. The revised process introduces the use of a Draft Annual Estimate (“DAE”) as a working document to promote early review, feedback, and public engagement prior to final budget adoption.

Section 3. Amendment to the City Charter. The Charter of the City of Mount Vernon is hereby amended to establish a revised budget schedule and procedures, which shall read as follows:

Section 4. Budget Schedule.

A. Department Submissions. On or before August 31 of each fiscal year, all Department Heads shall submit proposed departmental budgets to the Mayor’s Office.

B. Submission of Draft Annual Estimate (DAE). At the first regularly scheduled September meeting of the Board of Estimate and Contract (BOE), and no later than September 16, the Mayor shall submit a Draft Annual Estimate (“DAE”) to the BOE.

1. The DAE shall serve solely as a working document and shall not be subject to a BOE vote.

2. Upon submission, the DAE shall be referred to the Comptroller and to the City Council for review and comment.

C. Comptroller’s Review and Fiscal Statement. By October 15, the Comptroller shall issue public statements detailing the City’s reserves, health and dental insurance costs, retirement and pension obligations, delinquent school tax reserves, and any other items necessary for financial analysis of the estimate.

By the same date, both the Comptroller and the City Council Finance Committee shall submit written comments and recommendations regarding the DAE.

D. Presentation of Proposed Annual Estimate. At the last regularly scheduled October meeting of the BOE, the Proposed Annual Estimate shall be presented.

1. The BOE shall, at this meeting, set the date for the required public hearing.

2. Public notice of the hearing shall be issued by the next business day.

3. The public hearing shall be held no later than November 19.

E. Adoption by the Board of Estimate and Contract. No later than November 23, the BOE shall vote on and adopt the Proposed Annual Estimate and refer it to the City Council for consideration.

F. City Council Public Hearing and Adoption.

- 1. No later than **December 5**, the City Council shall establish and hold a public hearing on the Proposed Annual Estimate on the next available business day.
- 2. Within **seven (7) calendar days** following the public hearing, the City Council shall vote to adopt the **Final Annual Budget**.

Section 5. Implementation and Oversight. All officers, departments, and agencies of the City of Mount Vernon shall comply with the provisions of this Local Law and the amended Charter schedule. The Department of Finance shall provide administrative support and coordination to ensure the timely execution of each stage of the budget process.

Section 6. Effective Date. This Local Law shall take effect upon its adoption by the City Council and approval by the Board of Estimate and Contract and shall apply beginning with the preparation and adoption of the Fiscal Year 2026 Budget and for all subsequent fiscal years.

New matter underlined
Deleted matter in brackets []