



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
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April 24, 2026

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

Re: Office Relocation and Renovation Plan – Department of Recreation and Department of Buildings

To the Honorable City Council,

This letter comes as a formal request for the proposed office relocation, space optimization, and renovation plan involving the Department of Recreation and the Department of Buildings, in partnership with the Department of Public Works and Management Services.

Over the past several years, there have been discussions about the capacity to handle day to day operations within the building department space. At its current rate, the department has outgrown its current office and requires additional space to ensure effective and safe daily operations. As it stands, the building department is overcrowded and creating a myriad of problems that have been documented by both the public and departmental staff.

This initiative is rooted in our continued efforts to modernize municipal operations, improve service delivery, and better align departmental functions with the needs of our residents. After careful evaluation of current space utilization and operational demands, it has become clear that the reconfiguration of these departments presents an opportunity to enhance both efficiency and public access.

The proposed plan includes the relocation of the Department of Recreation to the building department's current location. In parallel, the Department of Buildings would be relocated to the ground floor of City Hall, positioning it closer to the primary public entrance and internal security post to enhance accessibility, safety, and overall customer experience.

The Department of Public Works and Management Services will support the coordination and execution of this transition and has helped to bring a significant amount of work in-house to lower the overall cost of this relocation. This alignment has been beneficial to ensuring a smooth and efficient exchange of spaces.

Based on conversations the **Department of Public Works, Maintenance of City Hall and Court, Outside Contracting** will be utilized to fund this project.

From Account	Amount
A1620.405 – Department of Public Works, Maintenance of City Hall and Court (Outside Contracting)	\$34,800.00

“The Jewel of Westchester”



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Additionally, this work considers targeted renovations to ensure that each space is functional, compliant, and reflective of the City's commitment to professionalism and service excellence. **During this transition, the Department of Recreation will operate out of the Doles Center.**

These improvements would support a more welcoming and efficient experience for residents, contractors, and stakeholders interacting with City services. **For your review and reference, please find attached the following supporting documents:**

- Proposed Office Layout
- Estimated Office Move Proposal (Exhibit A & B)
- Office Scope of Work and Schedule

This proposal is not simply a physical relocation, but a strategic alignment of resources aimed at strengthening interdepartmental collaboration, increasing operational capacity, and enhancing the overall quality of service delivery across key functions. We respectfully request the Council's review and support to advance feasibility assessments, space planning, and any necessary approvals associated with this initiative.

Thank you for your continued partnership and commitment to the advancement of the City of Mount Vernon. Should you have any question or require further information, please do not hesitate to contact us.

In Service,

Shawyn Patterson-Howard, Mayor
City of Mount Vernon, NY

Attachment:

Proposed Office Layout
Estimated Office Move Proposal (Exhibit A & B)
Office Scope of Work and Schedule