



CITY OF MOUNT VERNON, N.Y.
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2300 – Fax: (914) 665-2476

DAMANI L. BUSH
Commissioner

JOHN NUCULOVIC
Deputy Commissioner

REVISED LETTER

March 30, 2026

Honorable City Council Members
The City of Mount Vernon
Mount Vernon, New York
(Through the Office of the Mayor)

Re: Consolidation and Transfer of Code Enforcement Officer to Create the title of Code Enforcement Coordinator

Dear Honorable City Council Members,

I am writing to formally retroactively request approval to consolidate and transfer the title of Code Enforcement Officer within the Department of Public Works, to create the title of Code Enforcement Coordinator, effective February 9, 2026.

Over the most recent enforcement period, the current Code Enforcement Officer has issued more than \$1.6 million in summonses and violations (*please see attached report*), representing an unprecedented level of compliance enforcement, revenue generation, and public-safety impact for the City. This level of output significantly exceeds the customary scope of an individual enforcement role and reflects responsibilities more consistent with a program-level position.

Therefore, I am hereby requesting the following legislative approval(s) by this Honorable City Council and thereafter submitted to the Board of Estimate for authorization:

Step 1 - Transfer of Funds

Funding for this acquisition is available via the following 2026FY Budget Transfer.

From	To
A8160.203 Sanitation (Equipment) - \$1,586.25	A8160.101 Sanitation (Salaries and Wages) - \$1,586.25

****The current salary of \$73,818 for Code Enforcement Officer is already budgeted within A8160.101 Sanitation (Salaries and Wages), therefore there is no need to transfer these funds.***



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Step 2 - Salary Amendment

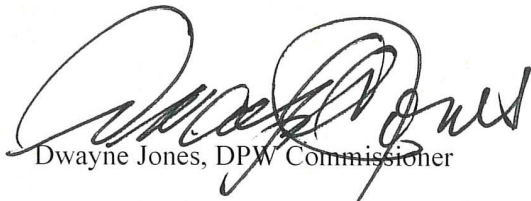
The proposed promotion includes the following salary amendment to transfer the remaining salary for the Code Enforcement Officer to fund the Code Enforcement Coordinator, as follows:

Title	New Salary
Code Enforcement Officer	\$1.00
Code Enforcement Coordinator – Fund	\$75,069.64

Step 3 – Salary Resolution - Subsequently, a corresponding separate Salary Resolution will be sent to the Board of Estimate, to coincide with this legislative request upon approval.

Thank you for consideration in this matter.

Respectfully,



Dwayne Jones, DPW Commissioner

Dwayne Jones Commissioner
of Public Works

Cc: Human Resources
File

Attachments: Code Enforcement Report
Code Enforcement Coordinator – Civil Service Job Specifications