



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

JUAN PEREZ
Commissioner Management Services

March 31, 2026

VIA EMAIL:
Honorable City Council Members
City of Mount Vernon
1 Roosevelt Square
Mount Vernon, New York 10550

Re: Defund One (1) Position of Communications Associate and Create the Position of Senior Communications Associate

Dear Honorable City Council Members:

I respectfully request authorization to defund one (1) position of Communications Associate within the Department of Management Services and create the new position of Senior Communications Associate, effective upon approval.

This request is being made to better align the title and compensation with the level of work, responsibility, and support needed for the City’s communications function. The proposed Senior Communications Associate position will strengthen the Department’s ability to manage communications efforts, support public-facing initiatives, and provide a higher level of day-to-day coordination and accountability.

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 request is available within the Department of Management Services budget. The current position of Communications Associate is budgeted at \$58,609.00 (Budget code A1680.101) The proposed position of Senior Communications Associate, Grade 7B, carries an annual salary of \$69,934.62. The difference of \$11,325.62 will be covered by funds already accounted for within a \$21,000 stipend in the Management Services budget.

From	To
Communications Associate - \$58,609.00	Senior Communications Associate - \$58,609.00
Management Services Stipend - \$11,325.62	Senior Communications Associate - \$11,325.62



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Step 2 - Salary Amendment

The proposed salary amendment will defund the Communications Associate position and fund the new Senior Communications Associate position as follows:

Title	New Salary
Communications Associate	\$1.00
Senior Communications Associate - Grade 7B	\$69,934.62

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.

As always I am available to answer any questions that you may have.

Thank you.
Sincerely,
Juan Perez

Commissioner Management Services
cc: Mayors Office, Comptroller