



CITY OF MOUNT VERNON, NY
DEPARTMENT OF BUILDINGS

SHAWYN PATTERSON-HOWARD
Mayor

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Patrick G. Holder, R.A.
Commissioner

Hediye Mamak
1st Deputy Commissioner

Markees Boisseau
2nd Deputy Commissioner

June 20, 2024

City Hall
1 Roosevelt Square
Mount Vernon, New York 10550

THROUGH THE OFFICE OF THE MAYOR.

Re: Defunding the Zombie Coordinator Position to Fund for Building Clerk Position

To the Honorable Council Members:

The city is currently in the process of adopting the Department of State recommendations based on the recent audit the City of Mount Vernon requested. One of the action requirements in the letter from The Department of State dated April 15th, 2024, in reference to the Enforcement of the Uniform Code in the City of Mount Vernon, is the hiring of additional Building Department staff to enable the City Building Department to address and remedy the deficiencies outlined in the state report and to perform all required code enforcement activities in the City. Further, the letter stated that the city is under a 120-day observation to demonstrate measurable progress towards addressing this issue, amongst other deficiencies.

This letter comes to request permission to authorize the Department of Buildings to transfer funds within the FY2024 salary expenditure code A3620.101 Code Enforcement (Zombie Home Coordinator) in the amount of \$63,678.00 to fund an additional Building Clerk personnel within the Department of Buildings budget code A.3620.101. The Building Clerk position will provide administrative support to the increased safety and property maintenance inspections required by the Department of State.

The position of "Building Clerk" will be at the annual salary of \$45,092.22 which is a "2" grade with a salary range at a minimum of \$40,868.22 and maximum of \$59,876.22.

Thank you in advance for your consideration and cooperation in this matter.

Respectfully Submitted,

Patrick G. Holder

Commissioner of Buildings

cc: Mayor, Corporation Counsel, City Clerk, The Comptroller