PLANNING & COMMUNITY DEVELOPMENT
ONE ROOSEVELT SQUARE
MOUNT VERNON, NEW YORK 10550
PHONE: (914) 840-4029
EMAIL: TGRAHAM-OUATTARA@CMVNY.COM

SYLVIA BOLIVAR,
DEPUTY COMMISSIONER

April 4, 2024

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

RE: REQUEST TO AUTHORIZE THE CREATION OF A SECOND ASSISTANT COMMISSIONER AND TO REALLOCATE ARPA FUNDS TO THE ARPA NOT-FOR-PROFITS GRANTS BUDGET LINE. FOR APPROVAL AT THE APRIL 10, 2024 CITY COUNCIL MEETING

Dear Honorable Members:

This letter comes to respectfully request that the City Council enact legislation to authorize the creation of a second Assistant Commissioner position and to include it in the 2024 budget for the Department of Planning and Community Development. This would be a grant funded position funded with ARPA funds for a two year and seven- months period (May 2024 - December 2026).

I am also requesting the reallocation of APRA grant funds in the amount of $285,000 from the Mayors for Guaranteed Income budget line (A8020.458ARP NEI-003 2.3) to the ARPA Not-for-Profits Grants budget line (A8620.458.ARP NEI-002 2.10) to cover the salary and fringe for the Department of Planning and Community Development to hire the Assistant Commissioner at the annual rate of $105,432.

The second Assistant Commissioner would be responsible for ensuring the compliance requirements are met for the following: the 25 non-profit organizations awarded ARPA funding, capital projects funded by the Section 108 loan guarantee program, HUD community project funding grants, the tenant based rental assistance program, and the HUD voluntary compliance agreement that will require that the city comply with and provide training to city agencies on ADA requirements.

I have attached a copy of the job description that has been approved by the Civil Service Commission.

Should you require further information, please feel free to contact me at (914) 665-2493.

Sincerely,

Sylvia Bolivar
Deputy Commissioner

cc: Shawyn Patterson-Howard, Mayor
Darren Morton, Comptroller
Malcom Clark, Chief of Staff

Enclosure: Assistant Commission Job Description