



PLANNING & COMMUNITY DEVELOPMENT  
ONE ROOSEVELT SQUARE  
MOUNT VERNON, NEW YORK 10550  
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JAMES RAUSSE, FAICP, WEDG  
COMMISSIONER

PAMELA J. TARLOW, ESQ.  
DEPUTY COMMISSIONER

December 30, 2025

VIA EMAIL

Honorable Members of the City Council  
Through the Office of the Mayor  
City Hall- One Roosevelt Square  
Mount Vernon, NY 10550

RE: Request for Mount Vernon City Council to adopt legislation that will enable the Mayor to accept grant funds from Mount Vernon Urban Renewal Agency in the amount of \$233,193.00 for a three-year period (January 1, 2026- December 31, 2028). For Consideration on the agenda at the January 14, 2026, City Council meeting.

Dear Honorable Members:

This letter comes to respectfully request that Mount Vernon City Council adopt legislation that will enable the Mayor to accept grants funds from Mount Vernon Urban Renewal Agency in the amount of \$233,193.00 for a three-year period (January 1, 2026- December 31, 2028).

I respectfully request the continued funding of the position of "Budget Specialist I (Grant Funded)" in the amount of \$77,731.00 under Budget Expenditure Code A8020.101. This position is currently listed in the 2026 Annual Estimates (budget). In alignment with previous grant awards, and as a partial match for this grant award, the City currently provides fringe benefits for the Budget Specialist I, and is requested to continue its commitment by providing fringe benefits in support of the "Budget Specialist I" position.

The Mount Vernon Urban Renewal Agency administers the Community Development Block Grant program (CDBG), HOME Investment Partnerships program (HOME), and the Continuum of Care program (CoC), and HOME ARP on behalf of the City of Mount Vernon.

HUD grants provide funds for the Department of Planning and Community Development to continue funding a Budget Specialist I at an annual rate of \$77,731.00 for three-years period. Reporting to Commissioner and Deputy Commissioner, the Budget Specialist I will to be responsible for assisting in the monitoring of annual grant funds and with preparation for annual audits.

Currently, the Budget Specialist I manage 69 households (families and individuals) with \$1.1 million dollars of grant funding from the CoC for people in need of housing with rents no more than 30% of their gross monthly income.

In summary, the grants specifically provide admin funds for the Department of Planning and Community Development to continue to fund the Budget Specialist I. The City's financial investment would be in the amount of \$167,898.96 to cover the fringe benefits under code range 9010 through 9070 for fringe benefits. The total grant period is three years (January 2026- December 2028) with potential for increase based on the adopted budget.

Should you require further information, please feel free to contact me at (914) 840-4030.





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URA Grant- Funded Staff Break Down

Benefit %

Staff Name	Salaries (cover by Grant funds)	3-Yr Salaries Total	Fringe/Benefits (cover by CMV)	3 Yr Fringe/Benefit Total	Total	3 Yr Salary & Fringe Total Amount
T. Nozil	\$77,731.00	\$233,193.00	\$55,966.32	\$167,898.96	\$133,697.32	\$401,091.96
T. Patterson	\$108,210.00	\$324,630.00	\$77,911.20	\$233,733.60	\$186,121.20	\$558,363.60
Total	\$185,941.00	\$557,823.00	\$133,877.52	\$401,632.56	\$319,818.52	\$959,455.56

72%

Sincerely,

JAMES RAUSSE, FAICP, WEDG

cc: Mayor Shawyn Patterson-Howard  
Comptroller Darren M. Morton  
Malcolm Clark, Chief of Staff

