



DEPARTMENT OF PUBLIC SAFETY

**BUREAU OF POLICE
ROOSEVELT SQUARE
MOUNT VERNON, NY 10550
(914) 665-2500**

**DAVID GIBSON
COMMISSIONER**

**JENNIFER LACKARD
DEPUTY COMMISSIONER**

**MARCEL OLIFIERS
CHIEF OF OPERATIONS**

**SHAWYN PATTERSON - HOWARD
MAYOR**

June 20, 2024

Honorable City Council Members
City of Mount Vernon
1 Roosevelt Square
Mount Vernon, NY 10550

**RE: Increase Funding for Records Clerk position FOR APPROVAL
at the June 26th, 2024 CITY COUNCIL MEETING**

Honorable Councilmembers:

The Department of Public Safety requests that the City Council adopt an ordinance to **increase funding for 1 of the currently budgeted positions of Records Clerk (CSEA grade 3)**. The funds for the salary increase will be reallocated from **budget line A3120.101 (Salary) from one of the vacant positions of Computer Console Operator budgeted at \$69, 835 that will not be filled in 2024**.

| Position | Budget Code for Position | 2024 Adopted Salary | Current Salary as Communications Specialist Step 10 | Needed Salary Increase as Records Clerk | Starting | Until |
|-----------------|---------------------------------|----------------------------|--|--|-----------------|--------------|
| Records Clerk | A3120.101 | \$42, 431 | \$63, 798 | \$21, 367 | 7/1/2024 | 12/31/2024 |

The staff member that will be placed in the position of Records Clerk is currently CSEA Step 10 as a Communications Specialist and to comply with CSEA Union rules and contract, must be placed in the position as Step 10. The position of Computer Console Operator will not be filled for the remainder of 2024 which will allow for the remaining salary line to be reallocated to this position of Records Clerk.

The Department of Public Safety aims to utilize civilian positions that need to be filled urgently to optimize organizational structure and goals. If this meets your Honorable Body's approval, please draft legislation authorizing the reallocation of funds.

Respectfully,


David Gibson
Commissioner of Public Safety

Cc: Mayor
Comptroller
Corporation Counsel