



CITY OF MOUNT VERNON, NY
DEPARTMENT OF BUILDINGS

SHAWYN PATTERSON-HOWARD
Mayor

City Hall – One Roosevelt Square, Room 210
Mount Vernon, NY 10550
(914) 665-2483 Fax (914) 465-2988

Patrick G. Holder, R.A.
Commissioner

Website: www.cmvny.com

May 12, 2025

The Honorable City Council of the City of Mount Vernon
City Hall
1 Roosevelt Square
Mount Vernon, New York 10550

THROUGH THE OFFICE OF THE MAYOR

Re: Defunding the Code Enforcement Officer Position to Fund for Temporary Help Position

Dear Honorable City Council Members:

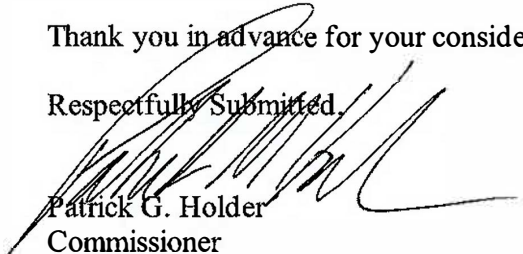
As previously detailed to this council in our matrix presentations, this time of year the building department is inundated with applications for permits and find it difficult to keep up with this push for constituents to file applications in order to be prepared for construction in the spring and summer seasons. We are therefore requesting temporary help to assist with the administrative challenges to process the applications timely.

This letter comes to request permission to authorize the Department of Buildings to transfer funds within the FY2025 salary expenditure code A3620.101 Code Enforcement in the amount of \$21,000 to fund within the Department of Buildings budget code A3620.104. The temporary employee will provide support as a building clerk adding administrative support to assist in this busy season.

The position of Temporary Help will be at an hourly rate of \$20.00/hour.

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

Respectfully Submitted,


Patrick G. Holder
Commissioner
Department of Buildings

cc: Mayor
Corporate Counsel, City Clerk, The Comptroller