



CITY OF MOUNT VERNON, N.Y.
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2300 – Fax: (914) 665-2476

DAMANI L. BUSH
Commissioner
JOHN NUCULOVIC
Deputy Commissioner

REVISED LETTER

February 5, 2026

Honorable City Council Members
The City of Mount Vernon
Mount Vernon, New York
(Through the Office of the Mayor)

Re: Ms. Lomari Payne - Promotion from Senior Account Clerk to Assistant Commissioner

Dear Honorable City Council Members,

I am writing to formally request approval to promote Ms. Lomari Payne, who currently serves as a Senior Account Clerk within the Department of Public Works, to the title of Assistant Commissioner of Public Works, effective February 9, 2026.

This position will be created by combining and consolidating the roles, duties, and responsibilities currently assigned to the Secretary and the Senior Account Clerk. The Department of Public Works continues to manage increasing administrative and financial complexity, including expanded compliance obligations, financial controls, and interdepartmental coordination tied to extended operations and emergency response. By consolidating responsibilities into a single executive-level administrative position, the Department will improve internal workflow efficiency, establish transparency, strengthen accountability for sensitive administrative and fiscal functions, and enhance strategic support to the Commissioner in a manner that exceeds the limitations of the existing separate roles.

Therefore, I am hereby requesting the following legislative approval(s) by this Honorable City Council and thereafter submitted to the Board of Estimate for authorization:

Step 1 - Transfer of Funds (N/A)

There is sufficient funding remaining 2026FY Salary Budget lines below, therefore a transfer of funds is not warranted for this acquisition.

Title	2026FY Adopted Salary
Secretary	A1490.101 Commissioner's Office (Salaries and Wages) - \$60,000
Senior Account Clerk	A1490.101 Commissioner's Office (Salaries and Wages) – 78,540

***There is \$122,554.84 remaining in both salary lines to cover the compensation for the new position**



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Step 2 - Salary Amendment

The proposed promotion includes the following salary amendment to transfer the remaining salary for the Senior Account Clerk and Secretary to fund the Assistant Commissioner of Public Works at a Grade 14 in accordance with the CSEA Union, as follows:

Title	New Salary
Secretary	\$1.00
Senior Account Clerk	\$1.00
Assistant Commissioner of Public Works – Fund	\$104,150.70

Step 3 - Leave of Absence:

I respectfully request legislation from your Honorable Body granting a one (1) year leave of absence for Ms. Lomari Payne, **Senior Account Clerk** to fulfill the position of **Assistant Commissioner** within the Department of Public Works. Ms. Lomari Payne's Leave of Absence will be effective from February 9, 2026, through February 8, 2026, in accordance with his Teamsters Local 456 Union Contract.

Step 4 – Salary Resolution - Subsequently, a corresponding separate Salary Resolution will be sent to the Board of Estimate, to coincide with this legislative request upon approval.

Thank you for consideration in this matter.

Respectfully,

A handwritten signature in blue ink, appearing to read "Damani L. Bush", is written over a light blue circular stamp.

Damani L. Bush
Commissioner of Public Works
DLB/db
Cc: Human Resources
File

Attachments: Assistant Commissioner of Public Works – Civil Service Job Specifications