



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY. 10550
(914) 665-2362 – Fax: (914) 665-6173

MALCOLM CLARK
Chief of Staff
KHENDRA DAVID
Deputy Chief of Staff

REVISED LETTER –

(2/10/2026)

February 5, 2026

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

Re: Transfer (1) DPW Deputy Commissioner (Administrative) to Chief of Infrastructure and Capital Improvements

Dear Honorable City Council Members,

I am writing to formally request approval to transfer the DPW Deputy Commissioner (Administrative) funded by the New York State Environmental Facilities Corporation (EFC) within the Department of Public Works, to the title of Chief of Infrastructure and Capital Improvements within the Mayor’s Office, effective February 9, 2026.

This role will have oversight over all Infrastructure and Capital Improvements, with direct operational authority extending to the Board of Water Supply. This action reflects the City’s evolving infrastructure needs and the increasing scale, complexity, and regulatory demands associated with capital improvement planning, utility rehabilitation, grant initiatives, consent decree compliance and long-term asset management. The proposed Chief of Infrastructure and Capital Improvements will serve as the City’s senior executive responsible for the planning, coordination, execution, and oversight of all infrastructure and capital-related projects across DPW and the Board of Water Supply, ensuring alignment with Federal, State, and local mandates.

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

Funding for this acquisition is available via the following 2026FY Budget Transfer.

Table with 2 columns: From, To. Row 1: A1490.101G: DPW Commissioner’s Office (Salaries and Wages) - \$117,229 to A1210.101G: Office of the Mayor (Salaries and Wages) - \$117,229. Row 2: A1490.101: DPW Commissioner’s Office - \$14,132 to A1210.101G: Office of the Mayor (Salaries and Wages) - \$14,132.



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Step 2 – Funding Sources

Given the expanded scope, technical responsibility, fiduciary oversight, and executive leadership required, it is proposed that the salary for this position be adjusted from \$117,229 to \$175,147.29, Grade 16 in accordance with the CSEA Salary Scale as established by Human Resources. The funding structure for this adjustment has been strategically developed to minimize impact on the City’s General Operating Budget:

- 67% or \$117,229 of the salary shall be reimbursed through New York State Environmental Facilities Corporation (EFC) eligible administrative funding, and
25% or \$43,787 of the salary shall be funded by the Board of Water Supply, in accordance with the attached Memorandum of Agreement. The city will accept funding from the Board of Water Supply into line A2816 Water Fund Transfer In. and
8% or \$14,132 will be funded by the Department of Public Works Budget Code Transfer A1490.101 via Cost Savings from defunding the Secretary position.

Step 3 - Salary Amendment

The proposed promotion includes the following salary amendment to defund and transfer the funding for the DPW Deputy Commissioner (Administrative) title and fund the Chief of Infrastructure and Capital Improvements title, as follows:

Table with 2 columns: Title, Salary. Row 1: DPW Deputy Commissioner (Admin.) - Defund, \$0.00. Row 2: Chief of Infrastructure and Capital Improvements - Fund, \$175,147.29

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.

In Service,

Handwritten signature of Shawyn Patterson-Howard

Shawyn Patterson-Howard, Mayor
City of Mount Vernon

Handwritten signature of Damani L. Bush

Damani L. Bush
DPW Commissioner

Handwritten signature of Carlton C. Spruill

Carlton C. Spruill
BOW Commissioner

SPH/db

Cc: Comptroller’s Office



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Department of Public Works

Board of Water Supply

Engineering Bureau

Local 456 Teamsters

CSEA

New York State Environmental Facilities Corporation (EFC)

New York State Department of Environmental Conservation (DEC)

United States Environmental Protection Agency (EPA)

File

Attachments: Chief of Infrastructure and Capital Improvements – Job Specifications
Memorandum of Agreement – Mayor’s Office, DPW, BOW