BOARD OF WATER SUPPLY

MOUNT VERNON, NEW YORK

MAYOR SHAWYN PATTERSON HOWARD COMMISSIONER CARLTON C. SPRUILL SUPERINTENDENT JOHN F. ARENA

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July 17, 2025

VIA EMAIL:
Honorable Members of the City Council
(Through the Office of the Mayor)
City Hall – 1 Roosevelt Square
Mount Vernon, NY 10550

RE: INCREASING SALARY FOR LEAD SERVICE LINE DATA ENTRY CLERK

Dear Honorable Council Members:

I respectfully request legislation be enacted authorizing the Board of Water Supply to amend the salary for the Lead Service Line Data Entry Clerk position.

This legislative request seeks to amend the salary based on the Department of Human Resources' assessment and analysis of the role's responsibilities and qualifications. Considering recent Memoranda of Agreement (MOAs) under the collective bargaining agreements with CSEA and the Teamsters Local 456, we aim to maintain salary parity between the Lead Service Line Replacement positions and comparable roles within the City of Mount Vernon. Based on the assessment conducted by Human Resources ("HR"), we, in coordination with HR, propose amending the Lead Service Line Data Entry Clerk's starting 2025 salary from $52,000 to $53,096.47 (Grade 5B, Step 2), aligning it with CSEA Grade 5B.

This salary adjustment will be fully funded by the existing $2 million grant from the New York State Environmental Facilities Corporation (EFC). The funds for this position were budgeted, approved by the NYS EFC, and are now subject to final approval by the City Council and the Board of Estimates and Contracts.

BOARD OF WATER SUPPLY
Lead Service Line Data Entry Clerk
$52,000 to $53,096.47 - Grade 5B Step 2 (Min: $51,004.17 To Max: $69,834.87)

Thank you for your attention to this critical matter. If you have any further concerns, please feel free to contact me.

Respectfully submitted,

Carlton Spruill
Commissioner