BOARD OF WATER SUPPLY

MOUNT VERNON, NEW YORK

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

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May 16, 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 ADMINISTRATOR

Dear Honorable Council Members:

I respectfully request legislation be enacted authorizing the Board of Water Supply to increase the salary for the Lead Service Line Administartor.

Following an amendement to the Civil Service duty statement, the Department of Human Resources ("HR") has recommended a new salary—outlined below—at Grade 13 of the CSEA salary chart. This recommendation is based on HR's assessment of the position's duties and responsibilities. Per this recommendation, we propose increasing the Lead Service Line Administrator's 2025 annual salary from $85,000 to $102,391 (Grade 13, Step 9), aligning it with CSEA Grade 13, effective January 1, 2025, to reflect the additional responsibilities outlined in the amended duty statement.

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

BOARD OF WATER SUPPLY
Lead Service Line Administrator
$85,000 to 102,391 - Grade 13 Step 9 (Min: $71,385.08 To Max: $106,266.83)

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