



PLANNING & COMMUNITY DEVELOPMENT
ONE ROOSEVELT SQUARE
MOUNT VERNON, NEW YORK 10550
PHONE: (914) 840-4029
EMAIL: TGRAHAM-OUATTARA@CMVNY.COM

JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

February 13, 2025

VIA EMAIL:

Honorable Board of Estimate and Contracts Members
City of Mount Vernon
1 Roosevelt Square
Mount Vernon, New York 10550

RE: Request for the Board of Estimate and Contracts to enact a salary amendment resolution to transfer \$3,500 from the Temporary Help budget line to the Executive Secretary salary line in the Department of Planning and Community Development 2025 Budget A8020.101 to a salary of \$63,500. For approval at the February 18th, 2025, Board of Estimates and Contracts meeting.

Honorable City Council Members:

I am writing to respectfully request for the Board of Estimate and Contracts to enact a salary amendment resolution to transfer \$3,500 from the Temporary Help budget line to the Executive Secretary salary line in the Department of Planning and Community Development 2025 Budget A8020.101 to a salary of \$63,500.

Currently, the Temporary Help budget line is vacant resulting in savings that will cover the requested transfer.

We thank the Board of Estimates for your support in addressing the needs in the city. I am available to address any questions or concerns you may have regarding this request.

Sincerely,

JAMES RAUSSE, FAICP, WEDG

cc: Mayor Shawyn Patterson-Howard
Comptroller Darren M. Morton
Malcolm Clark, Chief of Staff

