



CITY OF MOUNT VERNON, NY
DEPARTMENT OF RECREATION

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY. 10550
(914) 665-2420 – Fax: (914) 665-2421

KATHLEEN WALKER-PINCKNEY
Commissioner
ANDRÉ G. EARLY
Deputy Commissioner

May 5, 2025

Honorable Members of the City Council
Office of the Mayor
1 Roosevelt Square North
Mount Vernon, NY 10550

Dear Honorable Members:

After a comprehensive review of staffing within the Department of Recreation, it has become evident that an additional Recreation Assistant is urgently needed to ensure the continued effectiveness of our daily operations. I am therefore formally requesting that the City Council enact legislation authorizing the additional title/ position under payroll code A7020.101.

To fund this position, we propose reallocating existing funds from the current Bus Driver role, budgeted under code A7021.101. The Recreation Assistant is a union position, classified as Grade 1, with a salary range of \$38,441.17 to \$53,678.62. The proposed new hire would begin at Step 7.

I respectfully request that the Council approve funding for this position and make all corresponding adjustments to the adopted 2025 budget. The approved position and associated salary should also be incorporated into future operational budgets for the department. We will provide all necessary documentation to both the City Council and the Comptroller's Office to support this request.

This staffing adjustment is essential to maintain compliance with Civil Service requirements and to ensure the continued effectiveness of our services.

Thank you for your attention to this important matter.

Sincerely,

Kathleen Walker Pinkney
Commissioner

Cc: Mayor
Comptroller
Corporation Council
Human Resources
File