



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

JUAN PEREZ
Commissioner Management Services

March 31, 2026

VIA EMAIL:
Honorable City Council Members
City of Mount Vernon
1 Roosevelt Square
Mount Vernon, New York 10550

RE: Leave of Absence Jahee Davenport for city council meeting to be held on April 8th, 2026.

Dear Honorable City Council Members:

I respectfully request that Jahee Davenport be granted a leave of absence from his position as Communications Associate for a period of one-year, effective April 8, 2026, as he assumes the role of Senior Communications Associate.

Mr. Davenport has been a dedicated member of the team, and this opportunity reflects his hard work and service. I ask that this request be approved and that the necessary legislation be prepared.

Thank you for your time and consideration.

I look forward to your favorable response and am available to discuss any questions or provide additional any information you may require.

Thank you.
Sincerely,
Juan Perez

Commissioner Management Services
cc: Mayors Office, Comptroller