



PLANNING & COMMUNITY DEVELOPMENT
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JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

April 1, 2024

VIA EMAIL:

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

RE: Request to change the title of the Associate Commissioner in the Department of Planning and Community Development 2024 Budget A8020.101 to Assistant Commissioner. For approval at the April 10th City Council Meeting.

Honorable Councilmembers:

I am submitting this letter to respectfully request that the Mount Vernon City Council enact legislation to change the title of the Associate Commissioner in the Department of Planning and Community Development 2024 Budget A8020.101 to Assistant Commissioner.

The requested change will only affect the title and not the functions, skills set, experience, and scope of work for the position. The salary grading will remain the same. The Civil Service Commission has approved the title, and the approved job description is attached.

We thank the City Council 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

Enclosure(s): Assistant Commission Job Spec

