CITY OF MOUNT VERNON, NY
DEPARTMENT OF BUILDINGS

SHAWYN PATTERSON-HOWARD
Mayor

City Hall – One Roosevelt Square, Room 210
Mount Vernon, NY 10550
(914) 665-2483 Fax (914) 465-2988

Patrick G. Holder, R.A.
Commissioner

July 18, 2025

The Honorable City Council of the City of Mount Vernon
City Hall
1 Roosevelt Square
Mount Vernon, New York 10550

THROUGH THE OFFICE OF THE MAYOR

Re: Absence to Mr. Lashley From His Permanent Position

Dear Honorable Council Members,

I respectfully request legislation from Your Honorable Body granting twelve (12) month leave of absence for Mr. Rommel Lashley. He would leave his permanent position as Document Coordinator to become a Plan Room Clerk within the Department of Buildings.

Mr. Lashley is very knowledgeable about the permitting process, procedures and the unified solar application process.

His expected leave will be effective from Monday, August 18, 2025, through Tuesday, August 18, 2026
Kindly have the necessary legislation enacted upon your acceptance and acquiescence of this transaction.

Thank you in advance for your consideration and cooperation in this matter.

Respectfully Submitted,

Patrick G. Holder
Commissioner
Department of Buildings

cc: Mayor
Corporate Counsel, City Clerk, The Comptroller

Rommel Lashley
54 Glen Avenue
Mount Vernon, NY 10550

July 09, 2025

Re: Leave of Absence

Dear Commissioner Holder,

I am writing respectfully request that I be allowed to take a leave of absence from my permanent position of Document Coordinator for a period of one (1) year to allow me to pursue the position of Plan Room Coordinator, within the Department of Buildings. This is in accordance with the CSEA Contract. The leave would start on Monday, August 18, 2025.

Thank you for your attention to this matter.

Respectfully,

Rommel Lashley
Document Coordinator
Department of Buildings
City of Mount Vernon
914-665-2483