



**CITY OF MOUNT VERNON, N.Y.**  
**MOUNT VERNON YOUTH BUREAU**

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY 10550  
(914) 665-2344 – Fax: (914) 665-1373  
cityofmountvernonyouthbureau@gmail.com  
HTTP://youthbureau.cmvny.com  
@mountvernonyb/ mv youthbureau

**DEBBIE BURRELL-BUTLER, MBA**  
*Executive Director*

**DENA T. WILLIAMS, MPA**  
*Deputy Director*

December 30, 2025

Honorable Members of the City Council  
**Through the Office of the Mayor**  
City Hall – One Roosevelt Square  
Mount Vernon, NY 10550

Dear Honorable Members:

This letter respectfully requests that the City Council enact legislation enabling the Mayor to enter into an agreement with the New York State Office of Children and Family Services through the Westchester County Youth Bureau, allowing the Mount Vernon Youth Bureau to accept funds of **\$19,790.00** for the Youth Development Program (YDP), which is a one year reimbursable grant commencing October 1, 2025, through September 30, 2026.

The purpose of the Youth Services from the NYSOCFS is to support the implementation of positive youth development programs which are offered through the MVYB by providing youth with training, academies, programs, resources and work experience opportunities. The Youth Services Program is intended to build both internal and external growth. This is done by introducing economic security and work experience gear towards youth ages 14 to 24 to attain program goals and objective identified by the Touchstone Life Areas.

Funds are to be accounted for in revenue code A2229.8 with appropriations in budget codes: A7311.101 (Salaries), A7311.803 (FICA). This is a reimbursable grant which requires no matching obligation.

Please note, the award letter dates December 9, 2025. The Executive Director was on FMLA, and the holiday season was upon us, which resulted in the referral letter being submitting at this time. Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@mountvernonny.gov](mailto:Dburrell@mountvernonny.gov).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

**Enclosed: Award Letter**

**CC:** Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel