



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

SHAWYN PATTERSON-HOWARD
Mayor

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Deputy Director

December 16, 2024

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

Dear Honorable Members of City Council

This letter comes to respectfully request that the Honorable City Council enact legislation that will allow 3 Youth Bureau staff members and 5 youth to attend the Annual Association of New York State Youth Bureaus (ANYSYB) Youth Leadership Forum, which is scheduled to take place at the Hilton Garden Inn, located at 235 Hoosick Street, Troy, NY on February 3rd & 4th, 2025.

This Forum includes interactive leadership and educational seminars for youth (ages 12 and older) and Youth Bureau personnel from across New York State. Youth will engage in teambuilding exercises, participate in group discussions, and meet with the Assembly and Senate elected officials to show appreciation for their support. They will also learn how to advocate for the youth and the City of Mt. Vernon.

The cost of the Youth Forum includes a **registration fee** of \$50.00 per adult chaperone, totaling **\$100** for two (2) chaperones. The 3rd adult's registration fee is complementary. There is no registration fee for the youth participants to attend; **lodging fees** are \$150.00 per room, totaling **\$600.00** for four (4) rooms. There is a complementary 5th room, that is provided by the NYS Youth Bureaus. The Mt. Vernon Youth Bureau bus will be used for **transportation** and driven by a Youth Bureau staff member. Gas fill-up will be done at the DPW Canal Street garage, additional gas for the return trip, tolls, and parking while in Albany, are reimbursable and will not exceed **\$200.00**.

The entire trip including lodging, registration fees and transportation will not exceed **\$900.00** and should be expensed through budget codes, A7311-423.

Should you have any questions, please feel free to contact me at (914) 665-2393.

Sincerely,

Dena T. Williams

Cc: Shawyn Paterson-Howard, Mayor
Darren Morton, Comptroller
Brian Johnson, Corporation Council