



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

SHAWYN PATTERSON-HOWARD
Mayor

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Debbie Burrell-Butler
Executive Director
Dena Williams
Deputy Director

September 18, 2024

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 comes to respectfully request that the City Council enact legislation that will enable the Mayor permission to grant seven (7) Mount Vernon Youth Bureau staff including the Executive Director to attend the **52th Annual Youth Development Leadership Training Conference** at The Sonesta Hotel in White Plains, NY. This year, the **three-days** conference (**October 22nd - October 24th**) is hosted by the Association of New York State Youth Bureaus in Westchester County.

The Association of New York State Youth Bureaus, provides a unified planning and advocacy networking opportunity for its members and affiliates, using a team approach to strengthen youth development initiatives. There will be local, regional, and state-wide representatives at the Annual Association's conference that will aid in driving the initiatives. The Association provides timely information on county and state issues, regulations, innovations, and funding, impacting positive youth development.

The following are estimated cost for seven (7) Youth Bureau staff members: Registration * 6 * \$150 = **\$900 (ED is free)**; Per Diem Commuter Meals * 7 * \$74 = **\$518** (breakfast, lunch, dinner); Gas Reimbursement * 5 * 91.80 miles (3 days) * \$.67 = **\$308**. Funds are to be accounted for in revenue code A2229.8 with the appropriations in budget codes: **A7311.423** (conference expense) & **A7311.402** (Travel Expense).

Should you require further information, please feel free to contact me at (914) 665-2347 or by email at Dburrell@mountvernonny.gov.

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

Enclosed: Proof of Registration, Mileages, & Conference Agenda

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

"The Jewel of Westchester"