



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
<https://Youthbureau.cmvny.com>

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

June 13, 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 comes to respectfully request that the City Council enact legislation that will authorize the Mount Vernon Youth Bureau to transfer funds from budget code A7316.101 (Salaries) in the amount of \$19,700 to budget code A6295.101 (Salaries). Funds will cover salary expenses of the WDAY Program Director from July 1, 2025, through October 17, 2025.

The Workforce Development Academy for Youth (WDAY) RFP is issued by the Westchester County Department of Social Service on behalf of the Westchester-Putnam Local Workforce Development Board which is due on 7/25/25 at 10 am. Reasons behind the RFP being so late, has to do with the source of funding, verbiage that had to be altered, and the grant moving from an annually reapplying basis to a four-year basis. Giving the date the RFP is due, County's and City's processing and procedures, the estimated time to receive an award letter is forecast to be in October 2025. The work the WDAY Program does daily is necessary and needed for some of the most vulnerable youth ages 16-24 residing in Mount Vernon.

I have met with the Youth Bureau's Financial Supervisor and checked with the Assistant Comptroller to confirm that funds are available. Should you require further information, please feel free to contact me at (914) 665-2344 or by email at Dburrell@cmvny.com.

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

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

MVYB Files