



CITY OF MOUNT VERNON, N.Y.  
YOUTH BUREAU

**SHAWYN PATTERSON-HOWARD**  
*Mayor*

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

April 8, 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 to enter into an agreement with **(BITTS)** Barrington Irving Technical Training School to conduct Fixed Based Operator-Line Service Technician and Customer Service Careers training. The service period is from **March 1, 2024** to **June 30, 2024**, in the amount of **\$30,000.00**. This referral is retro and comes from two grants WDAY and Project RISE.

The BITTS course will offer a concise yet comprehensive exploration of key industry facets on-Line Service Technician and Customer Service roles. Beginning with a focus on Fixed-Base Operations (FBO), a crucial cornerstone in aviation, providing a comprehensive spectrum of services and facilities for private and business aircraft. FBO's fuel, hangar, move, and support business / general aviation aircraft across the country. The curriculum then delves into the integral role of marshalling for secure ground aircraft movement. Following this, it covers the various facets of ground service equipment, highlighting their impact on operational efficiency. The program concludes with a dedicated segment on elevating customer experience in aviation, emphasizing superior service and quality standards to enhance overall satisfaction. Collectively, these modules provide a holistic understanding of essential elements within the aviation landscape. Candidates will also conduct on site trips to three different FBO facilities who will become the employers of the candidates.

Funds are to be accounted for in revenue code A4790.6 with the appropriations in budget code A6296.458 in the amount of \$24,000 (Misc.-GVP) and budget code A6295.405 in the amount of \$6,000 (Contracted Outside Services-WDAY/Project RISE). The program is county and state funded and requires no matching but is considered as a reimbursable grant. Should you require further information, please feel free to contact me at (914) 665-2344 or by email at [Dburrell@cmvny.com](mailto:Dburrell@cmvny.com).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

**Enclosed:** Schedules A & B

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