



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

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY. 10550  
(914) 665-2344 (914) 665-1373  
Aburge@cmvny.com

Debbie Burrell-Butler  
*Executive Director*

Dena Williams  
*Deputy Director*

December 29, 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 enable the Mayor permission to grant seven (7) youth and two (3) Mount Vernon Youth Bureau staff members which includes the Executive Director to attend the **Annual Youth Leadership Forum** at The Hilton Garden Inn located at 235 Hoosick Street, Troy, NY. The **two-days** conference (**February 2<sup>nd</sup> – February 3<sup>rd</sup>**) will be hosted by the Association of New York State Youth Bureaus and paid for by the The New York Community Trust foundation grant through the Youth Empowerment Advocacy Council (Y.E.A.C.) Program.

The Association of New York State Youth Bureaus, provides a unified planning, advocacy networking opportunity, interactive leadership, and educational seminars for youth ages 12 and older. During the 2-days, participants will engage in teambuilding exercises, group discussions, and meet with Assemblymen, Senators, and other State elected officials. The forum provides timely information on some state issues, regulations, innovations, and funding impacting positive youth development.

The following are estimated and actual cost for ten (10) people: Registration \* 1 \* \$75 = **\$75 (ED and kids are free)**; Overnight Hotel \* 2 \* \$150 = **\$300 (1 adult stays for free)**; Per Diem Commuter Meals \* 10 \* \$80 = **\$800** (breakfast, lunch, and snacks); Bus Tolls estimated = **\$100**; Gas reimbursement estimated = **\$120**. Funds are to be accounted for in revenue code A2229.8 with the appropriations in budget codes: **A7330.402** (Travel Expense), **A7330.423** (Conference), and **A7330.458** (Misc.).

Please note this conference is being paid fully by the foundation grant and puts the city at no extra expense. 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

*“The Jewel of Westchester”*



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**Enclosed: Proof of Registration & Conference Agenda**

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