



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
cityofmountvernonyouthbureau@gmail.com
HTTP://youthbureau.cmvny.com
@mountvernonyb/ mv youthbureau

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

June 27, 2026

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

Dear Honorable City Council Members:

Re: Executive Assistant Consolidation, Transfer and Creation Assistant Director

I am writing formally to request the approval to consolidate and transfer the Executive Assistant within the Youth Bureau Department to create the title of Assistant Director, effective **July 27, 2026**. This position will be created by combining and consolidating roles, duties, and responsibilities currently assigned to the Executive Assistant.

The Youth Bureau continues to manage increasing administrative and financial complexity, including expanded compliance/audit obligations, oversight of financial controls, and interdepartmental coordination tied to extended operations and auditing responses. By consolidating responsibilities into a single executive-level administrative position, the Department will maintain internal workflow efficiency, increase transparency, strengthen accountability for sensitive administrative and fiscal functions, and enhance strategic support for the Executive & Deputy Directors in a manner that exceeds the limitations of the existing separate roles.

The 2nd necessary steps have been completed and approved by Civil Service; therefore, I am hereby requesting the following legislative approval(s) by this Honorable City Council and thereafter submitted to the Board of Estimate for authorization:

Step 3 - Transfer of Funds

There is sufficient funding remaining in the Youth Bureau’s 2026 FY Operating Budget lines below, therefore a transfer of funds is warranted for this acquisition in the amount of \$13,435 for the remainder of the year.

Title	2026 FY Adopted Salary
Executive Assistant	\$60,000 A7311.101 (Salaries & Wages)
Invest In Kids	\$27,000 A7319.458 (Matching Funds)



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
cityofmountvernonyouthbureau@gmail.com
HTTP://youthbureau.cmvny.com
@mountvernonyb/ mv youthbureau

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

Step 4 - Salary Amendment

The proposed promotion includes the following salary amendment to transfer the remaining salary for the Executive Assistant and Invest In Kids to fund the Assistant Director, as follows:

Title	New Salary/Budget
Executive Assistant	\$1
Invest In Kids	\$13,565
Assistant Director	\$90,500

Step 5 – Salary Resolution

Subsequently, a corresponding separate Salary Resolution will be sent to the Board of Estimate, to coincide with this legislative request upon approval.

Should you require further information, please feel free to contact the Debbie Burrell-Butler, Executive Director at (914) 665-2344 or by email at Dburrell@mountvernony.gov.

Thank you for your consideration in this matter.

Respectfully,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

Enclosed: Civil Service Job Specifications & Executive Director’s Executive Summary

CC: Shawyn Patterson-Howard, Mayor
Darren Morton, Comptroller
Brian Johnson, Corporation Counsel
Human Resource, Teniel Peters