



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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Mount Vernon, NY, 10550
(914) 665-2362 – Fax: (914) 665-6173

MALCOLM CLARK
Chief of Staff

KHENDRA DAVID
Deputy Chief of Staff

January 20, 2026

The Honorable City Council
City of Mount Vernon
City Hall
1 Roosevelt Square
Mount Vernon, New York 10550

Re: Authorization to Enter into a Memorandum of Understanding with The Guidance Center of Westchester – Center for College & Careers

To the Honorable City Council,

This letter comes as a request that the City Council to retroactively authorize for the Mayor to enter a Memorandum of Understanding (MOU) between the City of Mount Vernon and The Guidance Center of Westchester – Center for College & Careers (October 28, 2025 to October 27, 2026).

The purpose of this MOU is to formalize a partnership supporting the Communications Support Associate Internship Program, which will provide experiential learning opportunities for interns within the City's Department of Management Services. The program will expose students to municipal communications, public relations, media coordination, and community engagement under City supervision.

This agreement establishes that:

- The internship is an educational opportunity and not an employment relationship.
- The City assumes no financial obligation for stipends, wages, insurance, or related costs.
- The City will provide mentorship, supervision, and professional development opportunities for interns.

Approval of this referral will authorize the Mayor to execute the attached MOU on behalf of the City of Mount Vernon.

We appreciate your consideration of this request and look forward to your positive response. Should you have any question or require further information, please do not hesitate to contact us.

Respectfully,

Khendra K. David

CC: Office of the Mayor

"The Jewel of Westchester"



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MALCOLM CLARK

Chief of Staff

Management Services

KHENDRA DAVID

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Attachment:

- Signed Memorandum of Understanding between the City of Mount Vernon and The Guidance Center of Westchester – Center for College & Careers

“The Jewel of Westchester”