



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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April 12, 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 respectfully requests that the City Council enact legislation that will enable the Mayor to grant the Mount Vernon Youth Bureau Executive Director and the Ready4LIFE Director permission to attend the highly significant NARME Summit in Oklahoma City as panelists with the esteemed Dibbles Institute from Sunday, June 23, to Wednesday, June 26, 2024. The Summit will be held at the Skirvin Hilton Hotel

The National Association for Relationship and Marriage Education (**NARME**) provides state, local, and national leaders with the knowledge and strategies needed for thriving communities across America in relationship education, family formation, and poverty prevention. The cost associated with the summit is as follows: Registration x2 **\$598**; Hotel x 2 (3 nights) **\$376.61**; Meals per diem **\$64** x 2 people * 4 days (breakfast, lunch, and dinner) **\$512**; Ground Transportation to and from airports and hotel x2 (estimated) **\$500**; Airfare \$480.30 per person **\$960.60**.

The funds for this summit are to be accounted for in revenue code A4820.4 with the appropriations in budget code A7335.402 (Travel Expense) and 7335.423 (Conference Expense) in the amount of **\$3,000**. It's important to note that the program is federally funded and requires no matching, meaning the funds are already accounted for in the Comptroller's Office and will not impose any financial burden on the city. 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

Enclosed: Confirmations

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