



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

DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

January 15, 2025

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

Dear Honorable Members of City Council,

This letter comes to respectfully request that the Honorable City Council enact legislation that will allow **eight (8)** staff members and **27 youth** to attend the City of Mount Vernon Youth Bureau's Ready4LIFE HBCU College Tour, which is scheduled to take place from **February 18th through February 21st, 2025**.

College tours are integral to the college selection process and hold significant importance for the R4L Program. They are approved experiential activities by the funders, HMRF and OFA. The primary purpose of the YB's college tours is to expose and educate aspiring college students to increase their interest in higher learning. Youth will have the opportunity to travel to four HBCU campuses and learn a great deal about college life, financial aid, scholarship development, networking with other young adults, and much more. Please note that the tour will take place during the winter recess.

The cost of the four-day (4) college tour includes hotel stays for 4 days, three (3) nights totaling **\$9,261**. The hotels will provide complimentary breakfast; however, lunch and dinner will cost approximately **\$7,700** for 34 people including one night's dinner that will be paid for by the Executive Director. Transportation will cost **\$7,000**, parking costs are estimated at **\$120**, and rental fee at **\$400**. The trip is estimated to cost between **\$24,500** not to exceed **\$25,000** and should be expense through budget codes A7335.458 (Misc.) and A7335.402 (Travel) for Ready4LIFE. Please note that funding for this program is available and does not add any expense to the city.

If you have any questions or concerns, please do not hesitate to contact me at (914) 665-2327 or by email at Dburrell@cmvny.com.

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler, MBA
Executive Director

Cc: Shawyn Paterson-Howard, Mayor
Darren Morton, Comptroller
Brian Johnson, Corporation Counsel

Enclosed: Tour agenda & invoices

"The Jewel of Westchester"