CITY OF MOUNT VERNON, N.Y.
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

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DEBBIE BURRELL-BUTLER, MBA
Executive Director
DENA T. WILLIAMS, MPA
Deputy Director

June 03, 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 to enter into an agreement with Westchester-Putnam Workforce Development Board to have the Mount Vernon Youth Bureau as one of their partners to provide summer youth employment services for **80** youth ages 14-20. The contractual award of **$196,960** starts from **May 1, 2025, to September 30, 2025.** Please note that the award was sent on 6/3/2025.

Funds were made available through the Department of Social Services which will provide eighty (80) Temporary and Disability Assistance (TANF) eligible youth with soft skills training, hands-on-work experience, financial literacy, and much more. Participants will increase their career awareness and job readiness skills which eventually creates a pathway for students to be ready for entry level jobs and become self-sufficient in the future.

Funds for this program are to be accounted for in revenue code A4790.6 for appropriations in budget code A6296.101 (Salaries) A6296.803 (Fringes), and A6296.458 (miscellaneous expenses), which includes vendors, supplies, and incentives. **This is a reimbursable grant with no matching obligation for this grant.** Should you require further information, please feel free to contact me at (914) 665-2347 or by email at Dburrell@cmvny.com.

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

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

Enclosed: Copy of Award Letter

MVYB files