



CITY OF MOUNT VERNON, N.Y.
MOUNT VERNON YOUTH BUREAU

SHAWYN PATTERSON-HOWARD
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY 10550
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DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

October 10, 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 respectfully requests that the City Council enact legislation enabling the Mayor to agree with the Westchester-Putnam Local Workforce Development Board, allowing the Mount Vernon Youth Bureau to accept funds of **\$800,068** for the Youth Employment Program (YEP). This is a reimbursable grant that begins October 1, 2025, and ends June 30, 2026, to serve **80** youth between the ages of 14 and 20.

The Youth Employment Program (YEP) is a 10-month program that provides educational and employment services to eligible youth ages 14–20 through designated youth program operators through the Youth Bureau. The program provides resources and services to youth to help them achieve self-sufficiency, pays for their driver's license if enrolled within the program and completes all requirements, explores career opportunities, purchases program supplies, and contracts with vendors that help to enhance the program.

Funds are to be accounted for in revenue code A3989 and with appropriations in budget codes: A7321.101 (salaries), A7321.104 (part-time), A7321.203 Equipment); A7321.402 (Travel Expense), A7321.405 (contracted outside services), A7321.458 (Misc.), and A7321. 467 (Program Supplies. This is a reimbursable grant and does not require any matching.

Should you require further information, please feel free to contact me at (914) 665-2347 or by email at Dburrell@mountvernonny.gov.

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

Enclosed: Email Award Letter

CC: Shawyn Patterson-Howard, Mayor
Darren Morton, Comptroller



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