



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

SHAWYN PATTERSON-HOWARD
Mayor

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DEBBIE BURRELL-BUTLER, MBA
Executive Director

DENA T. WILLIAMS, MPA
Deputy Director

January 30th, 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 Honorable City Council enact legislation that will enable the mayor to enter into a service agreement with the Westchester Board of Legislators via the Westchester County CBO funding in the amount of **\$180,718** which will afford the Executive Director to operate the following programs: Safe Haven, Youth Empowerment Program, and Step Up. Anticipated service agreements commence **January 1st 2025, through December 31st 2025**. This is based upon the Mount Vernon Youth Bureau continuance of the contract compliance, appropriation of funds to the Youth Bureau and the execution of the service agreement.

The Safe Haven Programs (After-school, Summer Program, and Saturday STEAM -**\$94,935**) provides free academic support, trips, socio-emotional development, and STEAM activities to children grades 3 through 6 at Grimes and Parker elementary schools. Youth Empowerment Program (After-school & summer - **\$45,783**) provides 6-week paid job readiness training and hands on work experience to youth ages 14-21. The Step-Up Programs (Push-in & Summer -**\$40,000**) provides counseling, job readiness training, 6 weeks paid employment, mentoring, exposure to community service, photography, and conflict resolution tools.

Funds are to be accounted for in revenue code A2229.8 and with appropriations in the following budget codes: **Safe Haven:** A7326.104 (Salaries), A7326.803 (Fringe Benefits) and A7326.458 (Contractors, Consumables, Stipends, Program Supplies, Travel & Trips). **Youth Employment Program:** A7319.101 (Salaries), A7319.803 (Fringe Benefits) and A7319.458 (Stipends). **Step-Up:** A7336.101 (Salaries), A7336.803 (Fringe Benefits) and A7336.458 (Contractors, Consumables, Stipends, Program Supplies, Trips, & Travel).

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

Warm regards,

Debbie Burrell-Butler
Executive Director, MBA

Encl: Award letter from Westchester County Board of Legislators

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