



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

SHAWYN PATTERSON-HOWARD
Mayor

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DEBBIE BURRELL-BUTLER, MBA
Executive Director

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Deputy Director

October 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 respectfully requests that the City Council enact legislation enabling the Mayor to grant permission for the Executive Director and Deputy Director to attend the **53rd Annual Youth Development Leadership Training Conference** at The Marriott Albany Hotel in Albany, NY, on November 19, 2025.

The Association of New York State Youth Bureaus offers a unified planning and advocacy networking opportunity for its members and affiliates, utilizing a team approach to enhance youth development initiatives. There will be local, regional, and state-wide representatives at the Annual Association's conference that will aid in driving the initiatives. The Association provides timely information on county and state issues, regulations, innovations, and funding, impacting positive youth development.

The following are estimated costs for two (2) Youth Bureau staff members: Registration * 1 * \$150 = **\$150 (ED is free)**; Per Diem Commuter Meals * 2 * \$86 = **\$172** (breakfast, lunch, dinner); Amtrak round-trip * 2 * \$300 = **\$600**; Gas Reimbursement * 2 * 15 miles * \$.70 = **\$10.5**. Funds are to be accounted for in budget codes: **A7311.423** (conference expense) & **A7311.402** (Travel Expense).

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

Sincerely,

Debbie Burrell-Butler

Debbie Burrell-Butler
Executive Director, MBA

Enclosed: Conference Agenda

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

"The Jewel of Westchester"