



CITY OF MOUNT VERNON, NEW YORK
DEPARTMENT of RECREATION

Shawyn Patterson-Howard
Mayor

City Hall
One Roosevelt Square – Room 11
Mount Vernon, NY, 10550
(914) 665-2420 – Fax: (914) 665-2421

Kathleen Walker-Pinckney
Commissioner

André G. Early
Deputy Commissioner

October 15, 2024

Honorable City Council Members
City Hall
One Roosevelt Square
Mount Vernon, New York 10550

Re: Request to Sponsor the Annual Tree Lighting Ceremony

Dear Honorable City Council Members:

This letter requests that the City Council enact legislation allowing the Department of Recreation to sponsor the Annual Christmas Tree Lighting Ceremony on Thursday, December 5, 2024, to be held at City Hall Plaza, from 4:30 pm to 6:30 pm.

- Permission to close the following streets on Thursday, December 5, 2024, from 4:30 pm to 6:30 pm, Roosevelt Square E and Roosevelt Square N (for the horse and buggy ride).
- Permission to authorize the Department of Public Safety and the Department of Public Works personnel to assist with the event and cleaning after the ceremony.

The cost to the city for this event is for minimal staff to monitor this event. Funding for staffing the event will be charged to Budget code: A7310.104, not exceeding 3,000.00.

Thank you for your careful consideration of this request.

Respectfully submitted,

Kathleen Walker-Pinckney

Commissioner of Recreation