



CITY OF MOUNT VERNON, N.Y.
RECREATION DEPARTMENT

SHAWYN PATTERSON-HOWARD
Mayor

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

KATHLEEN WALKER-PINCKNEY
Commissioner

June 3, 2024

Honorable Members of the City Council
Through the office of the mayor
1 Roosevelt Square
Mount Vernon, New York 10550

Re: City Fest 2024

AMENDED

Dear Honorable Council Members:

This letter comes to request that the City Council enact legislation that will allow the Department of Recreation to co-sponsor "City Fest" (Business, Food and Culture Expo 2024) with the Friends of Mt. Vernon, Recreation and Youth Programs, Inc. on Saturday, September 14, 2024 (Rain date Sunday, September 15, 2024). The event will begin at noon and end at 9:00 pm. The specific setup time and details are as follows:

- Permission to close the following streets on Saturday, September 14, 2024, from 4 am to 10 pm
 - Gramatan Avenue from Lincoln Avenue and Sidney Avenue
 - Oakley Avenue from Crary to Gramatan Avenue
 - North Street from Gramatan Avenue to North 5th Avenue
 - North 3rd Avenue from Sidney Avenue to Oakley Avenue
- Permission to direct the Department of Public Safety and Parking to post street closing signs indicating the above street closure locations and times. These signs should be posted by Monday, September 9, 2024, at 4:00 pm.
- Permission to use the street beds and sidewalks to set up booths, tents, tables, and chairs to accommodate outdoor dining, food, merchandise, and art vendors.
- Permission to authorize Department of Public Safety, Department of Public Works, Water, and Fire Department personnel to assist with the event.
- Permission to hang banners throughout the city promoting "City Fest"
- Permission to authorize a stage placement on Gramatan Avenue between Lincoln Avenue and Oakley, in front of "The Circle." However, "The Circle" itself will not be closed.

Funds for this event will be charged to the Budget code A7620.457, not to exceed \$25,000.00. The Recreation Department will provide personnel as part of the co-sponsorship. If you have any further questions or concerns regarding this correspondence, please do not hesitate to contact me at 914-665-2420.

Sincerely,

Kathleen Walker-Pinckney
Commissioner

"The Jewel of Westchester"

