



**CITY OF MOUNT VERNON
POLICE DEPARTMENT
SUPPORT SERVICES DIVISION**



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*Captain Michael Goldman
Commanding Officer*

*Sergeant Juliet Evans
Executive Officer*

Date: July 01, 2024

To: Office of Police Commissioner

From: Executive Officer of Support Service Division

Subject: Annual Comic Expo – Mount Vernon Public Library

The undersigned supervisor received a block party/ special event application for review from the Mount Vernon City Clerk’s Office. On behalf of the Public Library, Jade Hackett has applied for a block party/ special event permit to utilize South 1st Avenue between 1st Street and 2nd Street (by the Mount Vernon Public Library) on Sunday, September 22, 2024, from 1100 to 1800 hours, with no scheduled rain date requested.

The application states that the event is free but does not list the expected number of attendees. The applicant provided a list of vendors participating in the event and there are no alcohol sales on the list. A diaphragm was also submitted with the application. The application states that there will be two stages, a DJ and children’s entertainment at the event. The applicant has supplied a homeowner affidavit of consent from the area residents and businesses permitting the street closure.

The undersigned supervisor has no public safety concerns about this event and recommends the approval of this request. The undersigned supervisor recommends the following:

- DPW is to place barricades at the intersection of South 1st Avenue at East 1st and East 2nd Street.
- DPW is to place “No Parking” signs at the above-listed location seventy-two (72) hours prior to the event.
- Auxiliary Officers are to be notified to cover the event.
- The street supervisor should monitor the event and be authorized to hire officers on an overtime basis as deemed necessary, at the organizer’s expense.

Sgt. Juliet Evans #4 7/01/24
Sergeant Juliet Evans #4
Executive Officer of Support Services Division

[Signature]
APPROVED

Commissioner of Public Safety

CC: Patrol Division
Department of Public Works