



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

(914) 665-2504 FAX (914) 665-2559



*Lt. Janie McKennie  
Commanding Officer*

*Sgt. Curtis Subryan  
Sergeant*

*Sgt. Kareem Lloyd  
Sergeant*

Date: June 30, 2025

To: Office of the Police Commissioner

From: Captain Michael Goldman -- Support Services Division

**Subject: City Fest 2025**

The Department of Recreation is sponsoring City Fest to be held on Gramatan Avenue between Oakley Avenue and East Prospect Avenue. This event is scheduled for September 20, 2025 from 1300-2000 hours with a rain date of September 21, 2025.

The organizers propose the closure of the following City Streets:

1. Gramatan Avenue between Oakley Avenue and East Prospect Avenue
2. Oakley Avenue Between Crary Avenue and Gramatan Avenue
3. North Street between Gramatan Avenue and North 5<sup>th</sup> Avenue
4. North 3<sup>rd</sup> Avenue from Sidney Avenue to Oakley Avenue

If the permit is approved, the undersigned recommends DPW place barricades at the following locations:

1. North Street and Gramatan Avenue
2. North Street and North 5<sup>th</sup> Avenue
3. West Sidney Avenue and North 5<sup>th</sup> Avenue
4. Crary Avenue and East Sidney Avenue
5. North 3<sup>rd</sup> Avenue and Oakley Avenue
6. Gramatan Avenue and East Prospect Avenue
7. East Sidney Avenue and Park (no W/B traffic)
8. East Prospect Avenue and North 3<sup>rd</sup> Avenue
9. Oakley Avenue and Park Avenue
10. East Sidney Avenue and Gramatan Avenue
11. Crary Avenue and Oakley Avenue

12. Gramatan Avenue and Lincoln Avenue (no S/B traffic)

Additionally, the Department of Public Works should place "No Parking" signs on the above listed streets at least seventy- two (72) hours before the event.

Due to the large amount of people expected to attend this event, it is recommended that the Patrol Division utilize Plug- Ins, hire police personnel to assist with crowd control and security, and hire supervisors assigned to this detail to ensure proper operations. I further recommend utilizing School Crossing Guards to assist with traffic control. It is recommended 4 Police Supervisors, 46 Police Officers, and 13 School Crossing Guards. It is recommended that officers hired on overtime be compensated by the Recreation Department.



Captain Michael ; Goldman  
Support Services Division

**CC: Patrol Division  
Parking Bureau**

  
6/30/25



CITY OF MOUNT VERNON, NY  
DEPARTMENT OF RECREATION

SHAWYN PATTERSON-HOWARD  
*Mayor*

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

KATHLEEN WALKER- PINCKNEY  
*Commissioner*  
ANDRÉ G. EARLY  
*Deputy Commissioner*

June 27, 2025

Members of the City Council  
Through the Office of the Mayor  
City Hall  
Mount Vernon, NY 10550

**RE: City Fest 2025 - AMENDED**

Dear Honorable City Council Members:

While we submitted initially, and subsequently approved during the April 23, 2025 meeting of the City Council, 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) with the Friends of Mount Vernon, Recreation and Youth Programs, Inc. on the RESCHEDULED day of Saturday, September 20, 2025 (rain date September 21, 2025). The event will take place during the hours of 1:00 pm and 8:00 pm. The specific set-up and details are as follows:

- Permission to close the following streets on Saturday, September 20, 2025, from 4:00 am to 10:00 pm:
  - Gramatan Avenue from Lincoln Avenue to Sidney Avenue
  - Oakley Avenue from Crary to Gramatan Avenue
  - North Street from Crary to Gramatan Avenue to North 5<sup>th</sup> Avenue
  - North 3<sup>rd</sup> 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 will need to be posted by Monday, September 15<sup>th</sup>.
- Permission to use street beds and sidewalks to set up booths, tents, tables, and chairs to accommodate outdoor dining, food, merchandise, and art vendors.
- Permission to authorize the Departments of Public Safety, Public Works, Water, and Fire to assist with the event.
- Permission to display 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". Please note that "the Circle" itself will not be closed.

Funds for this event will be reflected in Budget Code A7620.457, not to exceed \$25,000. The Department of Recreation 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 the department at 914-665-2420.

Sincerely,

André G. Early  
Deputy Commissioner

cc: Office of the Mayor  
Office of the Comptroller  
Corporation Council  
File

*"The Jewel of Westchester"*