CITY OF MOUNT VERNON
POLICE DEPARTMENT
SUPPORT SERVICES DIVISION

(914) 665-2500 FAX (914) 665-2559

Lieutenant Juliet Evans
Commanding Officer

Sergeant Daniel De Benedictis
Executive Officer

Date: July 21, 2025

To: Office of the Police Commissioner

From: Sgt. De Benedictis, Executive Officer, Support Services Division

Subject: The 3rd Annual Big Block Party (South 4th Ave BTW 2nd & 3rd St)

The Department of Recreation the Office of Neighborhood Safety and Engagement, and the Office of the Mayor are requesting to have a cosponsorship with the City of Mount Vernon to have the event "The Big Block Party". This event is scheduled for Saturday, August 23, 2025, from 1200 - 1700 hours. The organizers propose the closure of 4th Ave Between 2nd and 3rd street to host the event.

I recommend the street closure takes place two hours prior to and after the event to allow for setup and cleanup.

Based on the Information provided approval is recommended and the following recommendations are as followed:

- (2) Police officers he hired on an overtime basis
- Auxiliary officers be assigned
- DPW place barricades at the intersection of south 4th Ave and East 2nd Street and South 4th Ave and East 3rd Street
- No parking signs should be posted by DPW to reflect the time and day of the event
- The Patrol Supervisor should monitor the event and be authorized to hire officers on an overtime basis should the need arise.

Sgt. De Benedictis #3
Executive Officers
Support Services Division

7/22/25

CC: Patrol Division
Parking Bureau

CITY OF MOUNT VERNON, N.Y.
Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

City Hall, One Roosevelt Square
Mount Vernon, NY. 10550
(914) 665-2362 – Fax: (914) 665-6173

MALCOLM CLARK
Chief of Staff

KHENDRA DAVID
Deputy Chief of Staff

June 30, 2025

The Honorable City Council
City of Mount Vernon
City Hall
1 Roosevelt Square
Mount Vernon, New York 10550

Re: The 3rd Annual Big Block Party

To the Honorable City Council,

This letter comes as a request that the City Council enact legislation that will allow the Office of Neighborhood Safety and Engagement, the Office of the Mayor and the Department of Recreation to Cosponsor the 3rd Annual Big Block Party on Saturday, August 23, 2025, from 12pm-5pm.

The mission of the Big Block Party is to support the Mount Vernon community and empower youth and families. We strive to offer valuable community resources and create a day of free, enjoyable activities. This block party aims to be a reset for children and parents, fostering positivity, uplifting experiences for all attendees to commemorate the summer of safety initiative.

Some of the activities that will take place at this event are the following:

- Fun Zone w/ Bouncy House
- Free Food
- Double Dutch Contest
- Cupcake Corner
- Pop up Petting Zoo
- Activation Zone (face painting, arts & Craft, Zumba)
- Community Resources booths
- Live Entertainment a

We request the street closure of 4th Avenue (btw, 2nd and 3rd Street) from DPW and street cleaning after the event. In addition, we are asking for the use of auxiliary police, fire and EMS. We appreciate your consideration of this request and look forward to your positive response. Should you have any question or require further information, please do not hesitate to contact us.

Respectfully,

Khendra K. David

CC: ONSE OOM REC OEM DPW MVFD FDMV

✅ Big Block Party Planning Timeline

Event Date: Saturday, August 23, 2025
Event Time: 12:00 PM – 5:00 PM
Location: 4th Avenue (between 2nd and 3rd Street)

Phase 1: Initial Planning & Legislative Approval

🗓️ Week of July 1–12, 2025

- Draft and submit co-sponsorship request letter to City Council
- Confirm Co-sponsors/Partners
  - Dept. Of Recreation
  - Office of the Mayor
  - Office of Neighborhood Safety & Engagement
  - MVFD (EMS), MVPD, OEM
- Secure legislative approval from City Council
- Request permits for street closure, DPW cleaning, fire, EMS, and auxiliary police support
- Begin preliminary budget and vendor list
- Reserve inflatable/bouncy house, sound equipment, and staging needs

Phase 2: Stakeholder Coordination & Outreach

🗓️ Week of July 15–26, 2025

- Engage community-based organizations and city agencies for resource booths
- Coordinate with DPW for street barricades and post-cleanup
- Book live entertainment and hosts/emcees
- Order signage, banners, and event décor
- Finalize flyers and begin digital/physical promotion

Phase 3: Logistics & Confirmations

🗓️ Week of July 29–August 9, 2025

- Confirm food vendors and cupcake corner supplies
- Finalize activities (Double Dutch, Zumba, petting zoo, arts & crafts)
- Coordinate schedules and roles for volunteers and city staff
- Submit finalized vendor list and layout to public safety officials

- Confirm auxiliary police/fire/EMS scheduling
- Launch final community push through press release, social media, robocalls

Phase 4: Final Prep & Execution

🗓 Week of August 12–22, 2025

- Print event maps and volunteer packets
- Distribute signage and directional materials
- Host volunteer and agency coordination meeting
- Confirm all deliveries and site setup needs
- Schedule load-in and breakdown timelines with vendors

🗓 August 23, 2025 — Event Day

- 7:00 AM: Street closure and DPW setup
- 8:00 AM: Vendor and activity setup begins
- 11:30 AM: All stations open and operational
- 12:00–5:00 PM: Event runs
- 5:30 PM: Breakdown, DPW cleanup, debrief with core team

🗓 August 25–29, 2025 — Post-Event

- Thank-you letters to partners and volunteers
- Social media recap and photo gallery
- Debrief meeting to document lessons learned for 2026