



PLANNING & COMMUNITY DEVELOPMENT
ONE ROOSEVELT SQUARE
MOUNT VERNON, NEW YORK 10550
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JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

May 8, 2026

VIA EMAIL:

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

RE: Request for the Mount Vernon City Council to authorize legislation for Planning Assistant Commissioner to attend the Walk Bike and Roll Symposium on June 2 and June 3. For consideration on the May 27, 2026 City Council meeting.

Honorable City Council Members:

I respectfully request that the Mount Vernon City Council authorize Lukas Herbert, Assistant Commissioner of Planning to attend the Walk, Bike and Roll New York Symposium on June 2 and June 3 in Tarrytown, New York.

The Walk, Bike and Roll New York Symposium is held every year, in a different location in New York State. The goal of the symposium is to empower New York communities with the knowledge, tools, and partnerships needed to design safe, accessible, active transportation options for everyone. Expert-led sessions will lead to engaging discussions by showcasing innovative solutions. Participants leave with actionable ideas to expand walkable and bikeable communities, and to promote universal accessibility.

This year the conference will be held at the Sleepy Hollow Hotel (formerly the Tarrytown Doubletree Hotel) located on Route 9 in Tarrytown. Assistant Commissioner Herbert would not need to stay overnight at the hotel. He would commute to and from the conference on June 2, in lieu of coming to work at City Hall. On June 3, the conference is only a half-day, and Assistant Commissioner Herbert would come back to City Hall to complete his work day at the conclusion of the conference.

As a certified planner through the American Institute of Certified Planners (AICP), Assistant Commissioner Herbert is required to maintain certification through obtaining 32 hours of continuing education credits every two years (known internally as certification maintenance [CM] credits). The Walk, Bike and Roll New York symposium would offer up to 8 CM credits. In addition, the discussions held at the symposium will also serve as training for Assistant Commissioner Herbert as he continues to work on bicycle and pedestrian related mobility initiatives for this Department.

I am requesting authorization to utilize \$150 of funds from budget line A8020.423 (Conference Expense). Due to the small amount, and the required timetable of payment, Assistant Commissioner Herbert will pay the conference expense on his own, and wait for reimbursement, if approved.

Information about the Walk, Bike and Roll NY conference can be obtained at this link:

<https://web.cvent.com/event/315f8e33-6fda-4f0e-9819-e9a6f62d3fcd/websitePage:90043c3b-8767-44bc-8a83-c2e45bf0cc46>





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We thank the City Council for your support in addressing the needs in the city. I am available to address any questions or concerns you may have regarding this request.

Sincerely,

A handwritten signature in black ink, appearing to read "James Rausse".

JAMES RAUSSE, FAICP, WEDG

cc: Mayor Shawyn Patterson-Howard
Comptroller Darren M. Morton
Malcolm Clark, Chief of Staff

