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CHAIR, STANDING COMMITTEE ON  
LEGISLATION AND PUBLIC WORKS

CO-CHAIR, STANDING COMMITTEE ON  
PUBLIC SAFETY AND CODES

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April 29, 2024

Honorable City Council Members  
1 Roosevelt Square  
Mount Vernon, NY 10550

Re: Requesting Permission for Councilwoman Danielle Browne to Attend the 2024 New York Conference of Mayors and Municipal Officials (NYCOM) Annual Membership Conference on May 15-17, 2024, in Bolton Landing, NY.

Dear Honorable Body:

This letter comes to respectfully request that City Council approve the request for Councilwoman Danielle Browne to attend the 2024 New York Conference of Mayors and Municipal Officials (NYCOM) Annual Membership Conference on May 15-17, 2024, in Bolton Landing, NY.

The Conference provides an opportunity to meet with elected officials across the State and beyond, as well as to meet with Legislative representatives. A travel fund that should not exceed \$1,400 is being requested for this trip. The funds will include a reimbursement of costs of \$350.00 (registration, conference materials). That total of \$350.00 should be charged to A1010.417 (Education and Training). The remaining amount of \$1,050.00 is for transportation (Councilwoman will drive herself), lodging \$640.00, conference dinner package \$225 and incidentals should be expensed to A1010.402, (Travel Expenses).

If this meets with the City Council's approval, I ask that the necessary legislation be enacted to reflect this request. Thank you for your attention to this matter.

Sincerely,

Antoinette Anderson  
Legislative Assistant to  
The City Council