



OFFICE OF THE CITY CLERK  
ONE ROOSEVELT SQUARE NORTH  
MOUNT VERNON, NEW YORK 10550  
(914) 668-2352 \* [WWW.CMVNY.COM](http://WWW.CMVNY.COM)

NICOLE BONILLA, MBA  
City Clerk

September 5, 2025

Re: **Amendment to Ordinance # 12 – August 14, 2025**

*Requesting Permission for City Clerk Nicole Bonilla & Executive Assistant Kimberly Joshua to Attend NYCOM's Fall Training School (September 15-19, 2025)*

*Agenda - [FALL School Agenda - New York Conference of Mayors](#)*

Dear Honorable Members of the City Council,

I am respectfully requesting an amendment to ordinance # 12 adopted by the City Council on August 14, 2025. A request to increase the estimated cost of travel, hotel accommodations, meals, and incidentals to \$2,860, expensed from **A1410.402** (Travel Expenses), with an amended total cost not to exceed **\$4,000**.

This request is to cover additional expenses resulting from a recent change in travel arrangements and accommodations, and to align with the city's Travel and Expense Policy.

Sincerely,

Nicole Bonilla, MBA  
City Clerk

AUG 13 2025

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NOT

ADOPTED

AUG 14 2025

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SPECIAL

AN ORDINANCE AUTHORIZING THE CITY CLERK  
AND EXECUTIVE ASSISTANT TO ATTEND THE  
2025 NYCOM FALL TRAINING SCHOOL IN  
LAKE PLACID, NEW YORK

Whereas, in correspondence dated July 30, 2025, the City Clerk, Nicole Bonilla, has requested permission for herself and Executive Assistant, Kimberly Joshua, to attend the 2025 New York Conference of Mayors (NYCOM) Fall Training School, to be held in Lake Placid, New York, from September 15 through September 19, 2025; and

Whereas, the New York State Conference of Mayors and Municipal Officials (NYCOM), in collaboration with the Office of the State Comptroller, the New York State Society of Municipal Finance Officers, and the New York State Association of City and Village Clerks, is holding its annual Fall Training School from September 15 through September 19, 2025, in Lake Placid, New York; and

Whereas, the Fall Training School provides over sixty educational sessions covering a wide range of municipal governance topics, including open meetings law, vital records, records management law, local laws, special event permitting, and other matters essential to the responsibilities of the Office of the City Clerk and the legislative operations of the City Council; and

Whereas, attendance at this conference will provide significant professional development, networking opportunities, and valuable insights that support the efficient and informed administration of municipal duties within the City of Mount Vernon; and

Whereas, City Clerk Nicole Bonilla and Executive Assistant Kimberly Joshua will attend the conference jointly to ensure broad session coverage, effective note-taking, and coordinated follow-up of learning objectives; and

Whereas, the total cost of attendance, including registration fees, travel, lodging, meals, and incidental expenses, is estimated not to exceed Two Thousand Five Hundred Dollars (\$2,500.00), to be expensed from budget lines A1410.417 (Education/Training) and A1410.402 (Travel Expenses);

Whereas, attendance at this conference will benefit the City of Mount Vernon by enhancing the knowledge and efficiency of the Office of the City Clerk; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

**Section 1. Authorization to Attend Conference.** The City Council hereby authorizes Nicole Bonilla, City Clerk, and Kimberly Joshua, Executive Assistant, to attend the New York Conference of Mayors (NYCOM) 2025 Fall Training School in Lake Placid, New York, from September 15 through September 19, 2025.

**Section 2. Funding Allocation.** The registration costs totaling One Thousand One Hundred Forty Dollars (\$1,140.00) for registration shall be charged to Budget Line A1410.417 (Education/Training), and travel, lodging, meals, and incidental expenses estimated at One Thousand Three Hundred Sixty Dollars (\$1,360.00) shall be charged to Budget Line A1410.402 (Travel Expenses), for a combined total not to exceed Two Thousand Five Hundred Dollars (\$2,500.00).

**Section 3. Effective Date.** This Ordinance shall take effect immediately upon its approval by the Board of Estimate & Contract.

Vote Taken as Follows: 8/14/25 spec  
Boxhill: Yea Gleason: Yea  
Potest: Absent Thompson: Yea  
Browne: Yea Ordinance Adopted

Vote Taken as Follows: 8/13/25  
Boxhill: Yea Browne: Absent  
Gleason: Yea Potest: Absent  
Thompson: Yea Ordinance Not Adopted

APPROVED AS TO FORM

Assistant Corporation Counsel

APPROVED

AUG 15 2025

Date

Mayor

Councilperson

THIS ORDINANCE  
ADOPTED BY CITY COUNCIL

President

ATTEST  
Nicole Bonilla  
City Clerk

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