



OFFICE OF THE CITY CLERK
ONE ROOSEVELT SQUARE NORTH
MOUNT VERNON, NEW YORK 10550
(914) 668-2348 * WWW.CMVNY.COM

NICOLE BONILLA, MBA
City Clerk

JORDAN RIULLANO, JD
Deputy City Clerk

March 5, 2026

Subject: Request for Approval to Attend 2026 Summer IIMC Municipal Clerks Education Program

This letter respectfully requests that the Board of Estimate and Contract approve my attendance at the 2026 Summer IIMC (International Institute of Municipal Clerks) Municipal Clerks Education Program, to be held in Latham, New York, during the summer of 2026.

The cost of attendance for the program is \$500.00, which includes forty (40) hours of classroom instruction, all meals, a banquet, course materials, and completion certificates that apply toward the Certified Municipal Clerk (CMC) designation. The total for lodging for four (4) nights is estimated between \$600 and \$700. I will be using my own vehicle and requesting travel reimbursement.

I am pleased to share that I have been awarded a \$400.00 scholarship toward the Summer Municipal Clerks Education Program. The New York State Association of City and Village Clerks (NYSACVC) also offers a scholarship for returning Clerks, to which I will be applying.

This training program provides substantial professional benefits to the city and to my roles as City Clerk and Records Management Officer (RMO). The curriculum emphasizes leadership development, statutory updates, records management, ethics, and best practices aligned with the evolving demands of municipal government. In addition to classroom instruction, the program offers valuable networking opportunities with municipal clerks and local government professionals from across New York State and beyond, allowing for the exchange of ideas, solutions, and proven administrative practices.

Participation in this program directly supports continued professional development, enhances operational efficiency, and strengthens compliance with state and local requirements, all of which benefit the city and the residents we serve.



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In accordance with the Austerity Budget protocol, the Travel and Training Request Form was approved at the Tuesday, March 3, 2026, Board of Estimate and Contract Meeting. Estimated expenses (*not to exceed \$1,450*) are to be funded by **A 1030.402** Board of Estimate and Contract – Education/Training and Travel.

Registration/Tuition (Meals are Included with the Program) \$500
Transportation \$250
Lodging \$700

Respectfully submitted,

Nicole Bonilla, MBA
City Clerk