



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 NYCOM Fall Training School –
September 13-18, 2026**

I respectfully request approval from the Board of Estimate and Contract for myself, Nicole Bonilla, City Clerk, and Executive Assistant Kimberly Joshua to attend the New York Conference of Mayors (NYCOM) Fall Training School in Lake Placid, New York, from September 13 through September 18, 2026.

The NYCOM Fall Training School, conducted 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 one of the most comprehensive and authoritative training programs available to municipal officials and staff in New York State. With more than sixty instructional sessions, the conference provides critical, up-to-date guidance on local government operations while offering direct access to state experts and experienced municipal practitioners.

The conference agenda includes numerous concurrent sessions that directly align with the statutory responsibilities of the Office of the City Clerk and support the City Council's ongoing initiatives. Key topic areas include compliance with the Open Meetings Law, records management and retention requirements, vital records administration, special event permitting, clerks' legal responsibilities, and drafting and implementing local laws. These subject areas are essential to ensuring the City remains compliant with current municipal laws, procedures, and regulations while minimizing legal risk and improving operational efficiency.

Our attendance at last year's NYCOM Fall Training School delivered measurable value to the city. The training provided timely updates on legislative and regulatory changes, clarified best practices issued by the Office of the State Comptroller, and offered practical solutions that have since been incorporated into daily operations within the Clerk's Office. The opportunity to engage directly with state officials, add a resource in NYCOM's legal team, and network with peer municipalities strengthened our ability to address complex procedural questions, improve internal processes, and respond more effectively to both the public and City departments.

Continued participation in this year's training is particularly important given the ongoing changes to municipal laws and administrative requirements. Regular attendance ensures that the Clerk's Office remains informed, proactive, and fully compliant, rather



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than reactive to new mandates. The knowledge gained directly supports accurate recordkeeping, transparent governance, and sound legislative administration, all of which are core functions of the City Clerk's Office.

Mrs. Joshua's attendance is a strategic and cost-effective component of this request. By dividing sessions, we can cover a broader range of subject matter and ensure no critical training opportunities are missed due to scheduling conflicts. Mrs. Joshua will attend sessions aligned with her duties, including local law and administrative training, and will assist with detailed notetaking, follow-up coordination, and the internal dissemination of information upon our return. This collaborative approach maximizes the return on investment and ensures the city benefits from comprehensive coverage of the conference offerings.

Approval of this request will support continued professional development, strengthen compliance with evolving municipal requirements, and help ensure that the City Clerk's Office continues to operate efficiently, accurately, and in accordance with best practices. I respectfully ask for the Board's favorable consideration of this request.

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 \$4,200*) are to be funded by **A 1030.402** Board of Estimate and Contract – Education/Training and Travel.

Registration/Tuition \$1,200
Transportation \$400
Lodging \$2,000
Incidentals/Meals \$600

Sincerely,

Nicole Bonilla, MBA
City Clerk