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NICOLE BONILLA, MBA
City Clerk

May 13, 2025

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

Re: Requesting permission to attend the 2025 Summer IIMC (International Institute of Municipal Clerks) Municipal Clerks Education Program
[July 2025 Summer IIMC Online Information](#)

Honorable Body,

This letter is to respectfully request that the City Council approve this request and enact legislation granting permission for me to attend the 2025 Summer IIMC (International Institute of Municipal Clerks) Municipal Clerks Education Program, which runs from Sunday, July 13th to Thursday, July 17th, located at 400 Old Loudon Road, Latham, New York.

The cost of attendance is \$500.00, which includes forty (40) hours of classroom training, all meals, a banquet, materials, and completion certificates for the CMC certification. Hotel for four (4) nights is \$596.00. I am requesting the use of a city-owned vehicle for transportation to and from Latham, NY. Scholarship opportunities are available through the New York State Association of City & Village Clerks (NYSACVC). I have applied. If granted a scholarship, the cost of attendance will decrease. Total cost, not to exceed \$1,096.00.

A 1410.417 Education Training - \$500.00

A 1410.402 Travel Expense - \$596.00

This conference focuses on educational programs and networking opportunities for municipal clerks and local government staff in elected and appointed positions. Classroom training will include leadership training and professional development, while offering in-depth lessons aligned with emerging priorities in today's dynamic municipal environment.

Thank you for the consideration of my request, and I appreciate the Council's support.

Sincerely,

Nicole Bonilla, MBA
City Clerk