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

NICOLE BONILLA, MBA
City Clerk

July 30, 2025

Re: 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 that the City Council approve and enact legislation for me and Executive Assistant Kimberly Joshua to attend the NYCOM's Fall Training School in Lake Placid, New York, starting September 15 through September 19th, 2025.

This year's NYCOM Fall Training School conference is in collaboration with the Office of the State Comptroller, the NYS Society of Municipal Finance Officers, and the NYS Association of City and Village Clerks. With more than sixty sessions covering a multitude of local government operations, it provides networking opportunities and allows attendees from throughout New York State to exchange ideas.

The agenda for this conference includes multiple concurrent sessions directly relevant to the Office of the City Clerk and the City Council's ongoing initiatives, particularly in areas such as vital records, open meetings law, special event permits, records management law, clerks' responsibilities, and local laws, among others. Mrs. Joshua will assist by attending sessions that I am unable to attend due to overlap, and she will also help with notetaking, follow-ups, and ensuring smooth coordination throughout the conference. This approach ensures we derive maximum value from the event and apply the learnings effectively within the Clerk's Office.

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The conference registration is **$1,140** ($570 each) to be expensed from **A1410.417** (Education/Training). The estimated cost of travel, hotel accommodations, meals, and incidentals of **$1,360** will be expensed from **A1410.402** (Travel Expenses), with a total cost not to exceed $2,500.

Please let me know if you need further details regarding the agenda or anticipated benefits of our attendance. I believe this conference presents a valuable opportunity for strategic insights and professional development that align with our current priorities. Thank you for the consideration of my request, and I appreciate the Council's support.

Sincerely,

Nicole Bonilla

Nicole Bonilla, MBA
City Clerk