OFFICE OF THE CITY CLERK
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MOUNT VERNON, NEW YORK 10550
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NICOLE BONILLA, MBA
City Clerk

September 12, 2025

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

Re: Authorization for three (3) Office of the City Clerk staff to attend OpenGov Permitting and Licensing User Group on October 1, 2025

Agenda: OpenGov Permitting & Licensing User Group | OpenGov

Honorable Body,

This letter respectfully requests that the City Council approve and enact legislation granting permission for three (3) Office of the City Clerk staff to attend the OpenGov Long Island Permitting & Licensing User Group training in Huntington, New York, on October 1, 2025. The three staff attending are OpenGov application developers, and they process all the applications received in the Clerk's Office.

The Office of the City Clerk's goal is to make all applications, permits, and licensing accessible on OpenGov, and this full-day, in-person event is the training necessary to achieve our goal and to fully utilize the platform. This user group is designed to unite local governments to share best practices, with the intent of building stronger community connections and exploring OpenGov's permitting and licensing solutions.

The event is free. Reimbursement for meals, mileage and tolls will be expensed from **A 1410.402 (Travel Expense) – not to exceed $200**.

User Group Details
Date: Wednesday, October 1, 2025
Time: 7:30 AM – 3:00 PM
Location: 100 Main Street, Huntington, NY 11743

N'Quan Stephens – Senior Accountant
Megan Blades – Administrative Aide
Jeralyn Escamilla – Records Specialist

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

Sincerely,

Nicole Bonilla

Nicole Bonilla, MBA
City Clerk