



CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD  
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DAMANI L. BUSH  
*Commissioner*

ROBERT L. HACKETT  
*Deputy Commissioner*

JOHN NUCULOVIC  
*Deputy Commissioner*

January 14, 2025

Honorable City Council Members  
City of Mount Vernon  
Mt. Vernon, New York 10550

**RE: 2025 NYSBOC Municipal Code Enforcement Conference**

Dear Honorable Council Members,

I am respectfully requesting that the Municipal Code Enforcement Official's (ECO's- Curtis Woods, City Engineer) attend the required New York Buildings Officials Conference (NYSBOC). The mandatory NYSBOC 4-day conference for in service training will be held at the Westchester County Center on February 26 & 27<sup>th</sup>, March 19<sup>th</sup> & 20<sup>th</sup> of 2025 between the hours of 8:30am and 4:30pm respectively.

Code Enforcement Officials are required to complete 24 hours of In-Service training each calendar year. (January 1 to December 31). 12 of these hours must be obtained by completing training courses that are approved by the Department of State, Division of Building Standards and Codes (DBSC). Of the 12 hours of approved courses: at least 3 hours must be obtained in Topic 1. Code Enforcement and Administrative (19 NYCRR 1208-3 (b) (1)); at least 3 hours must be obtained in Topic 2, Uniform Fire Prevention and Building Code (19 NYCRR 1208-3.3(c) (2)); and at least 3 hours must be obtained in Topic 3, Energy Conservation Construction Code (19 NYCRR 1208-3.3(c) (2)). A maximum of 12 hours of Professional Development Electives may be applied toward the 24 hours of annual In-Service training.

The Annual Membership and Conference cost for this is \$300.00 per member and is not expected to exceed \$300.00 for 1 Code Enforcement Official. Monies are available under Budget Code A.1440.403 (Membership and Dues) Transportation will be provided motor pool vehicles.

Thank you,

Damani Bush  
Commissioner  
Department of Public Works

A handwritten signature in green ink, appearing to read "DB", is written over the printed name and title of Damani Bush.