



CITY OF MOUNT VERNON, NY
DEPARTMENT OF BUILDINGS

SHAWYN PATTERSON-HOWARD
Mayor

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Patrick G. Holder, R.A.
Commissioner

Hediye Mamak
1st Deputy Commissioner

January 22, 2025

Honorable City Council Members
City of Mount Vernon
City Hall
Mount Vernon, New York 10550

Through the Office of The Mayor

Dear Honorable Council Members:

I am respectfully requesting that the Municipal Code Enforcement Officials (CEO'S) attend the required New York Building Officials Conference (NYSBOC). The mandatory NYSBOC 4-day conferences for in-service training, which will be held at the Westchester County Center on February 26th, February 27th, March 19th, and March 20th of 2025 between the hours of 8:30 am – 4:30 pm respectively.

Code Enforcement Officials are required to complete 24 hours of In-Service training required 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 Administration ([19 NYCRR 1208-3.3\(b\)\(1\)](#)); at least 3 hours must be obtained in Topic 2, Uniform Fire Prevention and Building Code ([19 NYCRR 1208-3.3\(c\)\(1\)](#)); 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 \$3,300 for 11 Code Enforcement Officials. Monies are available under Budget Code A 3620.451 (Training). Transportation will be provided by motor pool vehicles.

Thank you,


Patrick Holder, R.A.
Commissioner

Department of Buildings

cc: Law Department
Comptroller's Office

INCLUDES THE FOLLOWING CEO'S:

Patrick Holder	Commissioner	_____
Hediye Mamak	1 st Deputy Commissioner	_____
John Royce	Plumbing Superintendent	_____
Jamie Pessin	Code Enforcement Manager	_____
Lysanne Szabo	Plan Examiner	_____
Omondi Odera	Building Inspector	_____
Roberto Amigon	Building Inspector	_____
Chimezie Ihedioha	Building Inspector	_____
Kim Knotts	Housing Inspector	_____
Kathy Porter	Housing Inspector	_____
Lakia Perkins	Housing Inspector	_____