



CITY OF MOUNT VERNON, NY
DEPARTMENT OF BUILDINGS

SHAWYN PATTERSON-HOWARD
Mayor

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Patrick G. Holder, R.A.
Commissioner

June 11, 2025

The Honorable City Council
City Hall
1 Roosevelt Square
Mount Vernon, New York 10550

THROUGH THE OFFICE OF THE MAYOR

Re: Amendment to authorize an additional Code Enforcer to attend NYSBOC Conference 2025

Honorable City Council Members:

This letter comes to request the City Council to enact retroactive legislation that will allow 1st Deputy Commissioner Hediye Mamak to attend the NYSBOC Conference 2025.

On February 11, 2025, legislation No.18 was passed to cover the cost of attendance for eleven Code Enforcement Officials using Budget Code A.3620.451 (training).

I am respectfully requesting an amendment from the Honorable body authorizing the amount of \$300 for training cost for one Code Enforcement Officer at the NYSBOC Conference. This will fulfill the mandatory in service training established by New York State using the above-mentioned budget code.

Sincerely,

Patrick G. Holder
Commissioner

CC: Shawyn Paterson-Howard, Mayor
Darren Morton, Comptroller
Brian Johnson, Corporate Council
City Clerk

“The Jewel of Westchester”

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18

**AN ORDINANCE REQUIRING CODE ENFORCEMENT
OFFICIALS TO ATTEND THE NEW YORK STATE
BUILDING OFFICIALS CONFERENCE (NYSBOC)
FOR MANDATORY IN-SERVICE TRAINING**

Whereas, by letter dated January 22, 2025, the Commissioner of the Department of Buildings has requested legislation authorizing Code Enforcement Officials employed by the City of Mount Vernon to attend the NYSBOC Conference to fulfill the mandatory in-service training requirements established by the State of New York; and

Whereas, the City of Mount Vernon recognizes the importance of maintaining a well-trained and knowledgeable staff of Code Enforcement Officials (CEOs) to ensure compliance with state and local building codes; and

Whereas, the New York State Building Officials Conference (NYSBOC) provides essential in-service training courses approved by the Department of State, Division of Building Standards and Codes (DBSC), ensuring compliance with 19 NYCRR 1208 training requirements; and

Whereas, Code Enforcement Officials are required to complete 24 hours of in-service training annually, of which 12 hours must be obtained through courses approved by DBSC, including:

- At least 3 hours in Code Enforcement and Administration (19 NYCRR 1208-3.3(b)(1));
- At least 3 hours in the Uniform Fire Prevention and Building Code (19 NYCRR 1208-3.3(c)(1));
- At least 3 hours in the Energy Conservation Construction Code (19 NYCRR 1208-3.3(c)(2)); and
- Up to 12 hours in Professional Development Electives;

Whereas, the NYSBOC Conference will be held at the Westchester County Center on February 26, February 27, March 19, and March 20, 2025, between the hours of 8:30 AM and 4:30 PM; and

Whereas, the City of Mount Vernon has allocated funds under Budget Code A 3620.451 (Training) to cover the cost of attendance for 11 Code Enforcement Officials at a total cost not exceeding \$3,300; and

Whereas, transportation to and from the conference will be provided by motor pool vehicles; **Now, Therefore, Be It Resolved That**

The City of Mount Vernon, in City Council convened, does hereby ordain and enact:

Section 1. Mandatory Attendance. All Code Enforcement Officials employed by the City of Mount Vernon must attend the NYSBOC Conference to fulfill the mandatory in-service training requirements established by the State of New York.

Section 2. Funding Allocation. The City of Mount Vernon shall allocate and utilize funds from Budget Code A 3620.451 (Training) to cover the cost of registration and attendance, which shall not exceed \$3,300 for 11 attendees.