



Village of

**PORT CHESTER, NEW YORK**

Department of Code Enforcement  
Quarterly Report November 2011

November 21<sup>st</sup>, 2011

By: Christopher D. Steers, Assistant Village Manager



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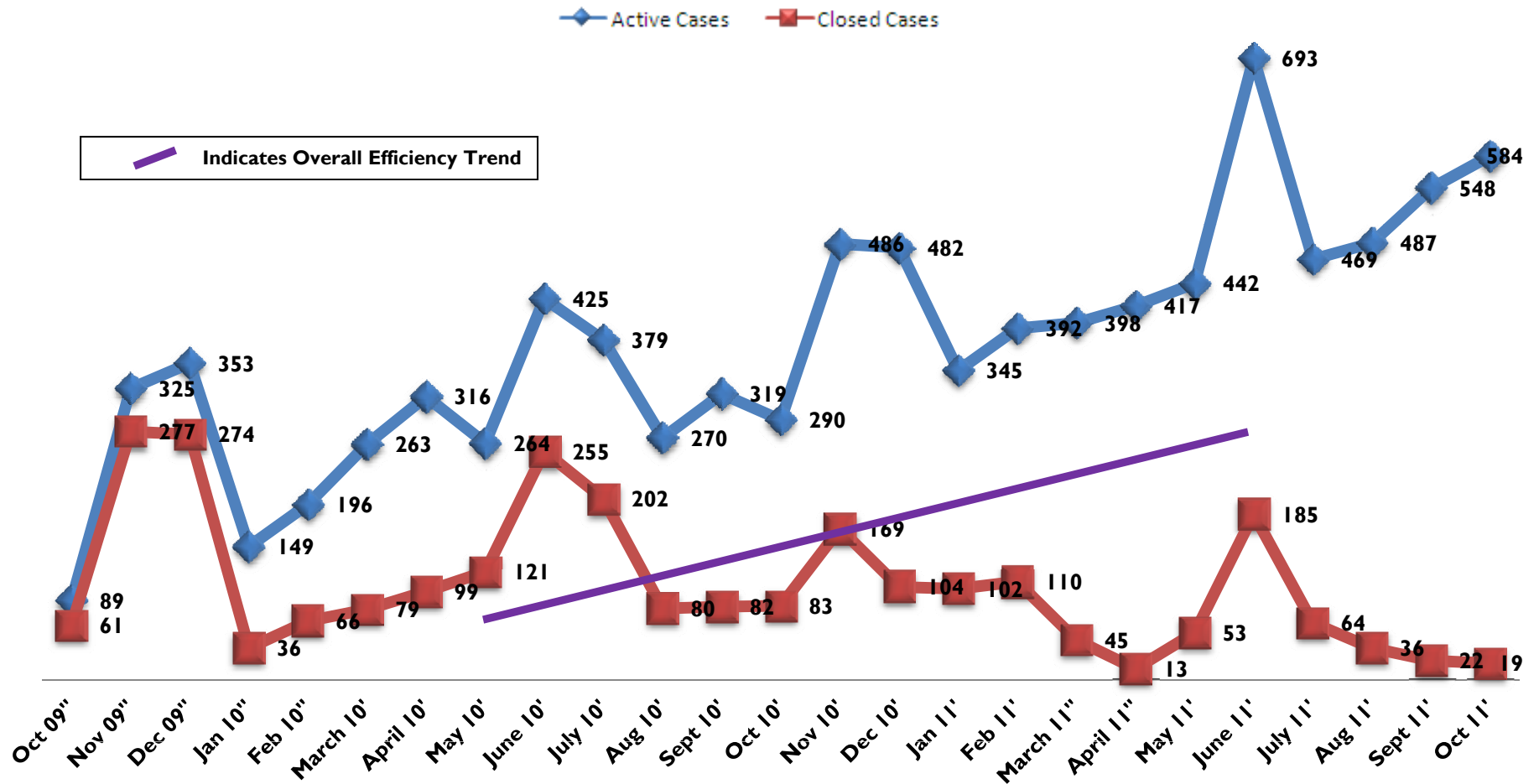
# Department of Code Enforcement Statistics

Enforcement Statistics	Oct 09'	Nov 09'	Dec 09'	Jan 10'	Feb 10'	March 10'	April 10'	May 10'	June 10'	July 10'	Aug 10'	Sept 10'	Oct 10'	Nov 10'	Dec 10'	Jan 11'	Feb 11'	March 11'	April 11'	May 11'	June 11'	July 11'	Aug 11'	Sept 11'	Oct 11'
TOTAL # of ACTIVE CASES:	89	325	353	149	196	263	316	264	425	379	270	319	290	486	482	345	392	398	417	442	693	469	487	548	584
TOTAL # of CASES CLOSED (with compliance):	61	277	274	36	66	79	99	121	255	202	80	82	83	169	104	102	110	45	13	53	185	64	36	22	19
Compliance Rate	69%	85%	78%	24%	34%	29%	32%	46%	60%	53%	30%	24%	29%	35%	22%	30%	28%	22%	5%	12%	27%	14%	8%	4%	3%
<b>Fire Safety Program</b>																									
Inspections Conducted	N/A	2	1	23	38	55	89	106	99	112	132	139	93	123	63	82	55	61	89	102	56	32	4	2	2
Inspections Passed	N/A	N/A	N/A	9	28	40	18	69	42	62	26	58	23	42	42	46	27	30	26	48	12	32	4	1	1
Inspection Failed	N/A	N/A	N/A	14	10	15	71	37	51	50	106	83	70	79	21	36	29	29	63	54	44	0	0	1	1
Fire Safety Violations Issued	N/A	N/A	N/A	31	28	167	379	543	405	309	550	259	430	659	127	188	132	55	277	312	207	0	0	5	6
Failure to Obtain Inspection*	N/A	N/A	N/A	N/A	N/A	17	1	39	41	28	17	9	13	29	0	44	30	27	0	27	0	0	3	3	7
Certificates of Compliance	N/A	N/A	N/A	0	0	50	61	0	0	99	26	30	0	25	0	1	40	61	60	0	0	0	0	25	12
Fire Safety Inspection Fees	N/A	N/A	N/A	\$5,250	\$2,550	\$8,425	\$9,000	\$8,375	\$13,125	\$15,435	\$13,685	\$14,300	\$10,600	\$7,500	\$0	\$6,340	\$5,675	\$3,365	\$5,750	\$1,350	\$1,700	\$0	\$900	\$300	\$400
<b>General Violations</b>																									
Property Maintenance	6	7	3	10	5	6	15	6	12	8	11	12	7	3	2	1	4	1	0	13	9	8	8	3	1
Motor Vehicle	7	3	0	12	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Graffiti	24	16	4	4	30	34	2	2	0	0	2	1	0	0	13	2	0	4	0	5	3	0	4	0	4
Minimum Housing	9	9	5	9	18	11	12	2	0	6	3	0	12	2	8	10	1	2	0	3	18	19	8	2	5
Illegal Dwelling Use	17	9	15	8	11	23	28	8	10	9	19	5	13	24	5	5	1	2	4	7	10	0	7	14	7
Trash	0	128	193	41	2	45	36	20	110	80	12	35	0	148	90	3	0	0	3	7	162	34	0	0	0
Miscellaneous	0	0	0	1	5	0	0	0	0	0	0	1	1	0	7	27	0	0	0	0	0	1	0	0	0
<b>Total General Violations</b>	<b>53</b>	<b>170</b>	<b>227</b>	<b>85</b>	<b>72</b>	<b>119</b>	<b>93</b>	<b>38</b>	<b>132</b>	<b>104</b>	<b>47</b>	<b>54</b>	<b>33</b>	<b>177</b>	<b>125</b>	<b>48</b>	<b>6</b>	<b>9</b>	<b>7</b>	<b>35</b>	<b>202</b>	<b>62</b>	<b>27</b>	<b>19</b>	<b>17</b>
<b>Other</b>																									
# of Hotline Complaints	90	96	46	44	87	89	79	75	121	126	65	34	44	40	33	25	44	49	19	34	37	35	55	42	29
Referrals	UNK	UNK	UNK	UNK	52	19	17	11	20	17	11	7	7	12	9	5	13	7	3	4	6	5	10	8	4
Proactive Cases:	UNK	168	213	39	57	73	35	27	106	83	13	38	1	211	132	30	15	7	3	11	11	50	2	5	2
Cases Unfounded:	10	13	5	11	10	9	12	8	14	12	18	8	2	8	4	7	14	6	8	6	14	1	10	6	5
Cases Carried Over	UNK	52	96	67	109	132	237	114	170	170	192	217	235	269	317	276	292	342	353	372	372	405	445	487	536
Appearance Tickets	N/A	N/A	N/A	N/A	N/A	2	3	4	15	10	16	12	11	3	4	1	2	26	3	9	10	3	8	5	5
Court Summonses Issued	0	4	21	39	18	16	3	5	8	3	21	16	2	60	58	0	0	0	0	7	42	13	0	0	0
Court Fines Levied	TBA	TBA	TBA	\$1,000	\$5,250	\$5,375	\$17,150	\$875	\$20,875	\$13,125	\$14,500	\$8,800	\$16,000	\$125	\$0	\$4,800	\$6,000	\$4,000	\$1,100	\$6,768	-	-	-	-	Report
Court Fines Collected	TBA	TBA	TBA	\$3,000	\$4,000	\$3,125	\$2,150	\$875	\$500	\$125	\$1,500	\$1,250	\$6,250	\$4,708	\$583	\$9,383	\$6,583	\$4,583	\$1,683	\$2,400	\$8,497	\$0	\$225	\$0	\$55,100
Approximated Inspections	222	715	662	372	364	459	632	528	938	758	540	701	580	972	964	690	784	796	834	884	1386	207	126	183	144



# Department of Code Enforcement Statistics

## Enforcement Efficiency Trends

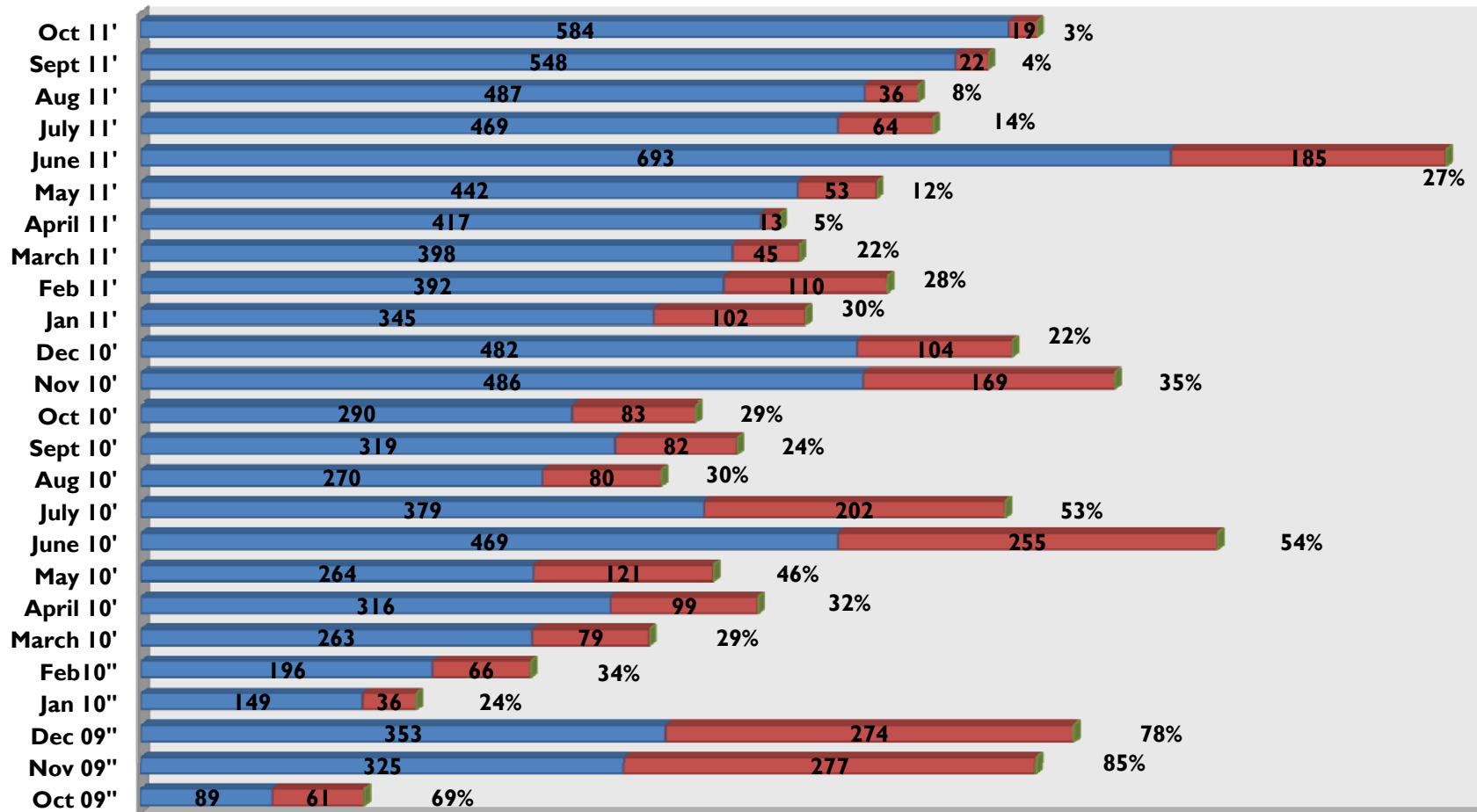




# Department of Code Enforcement Statistics

## Caseloads & Compliance Rates

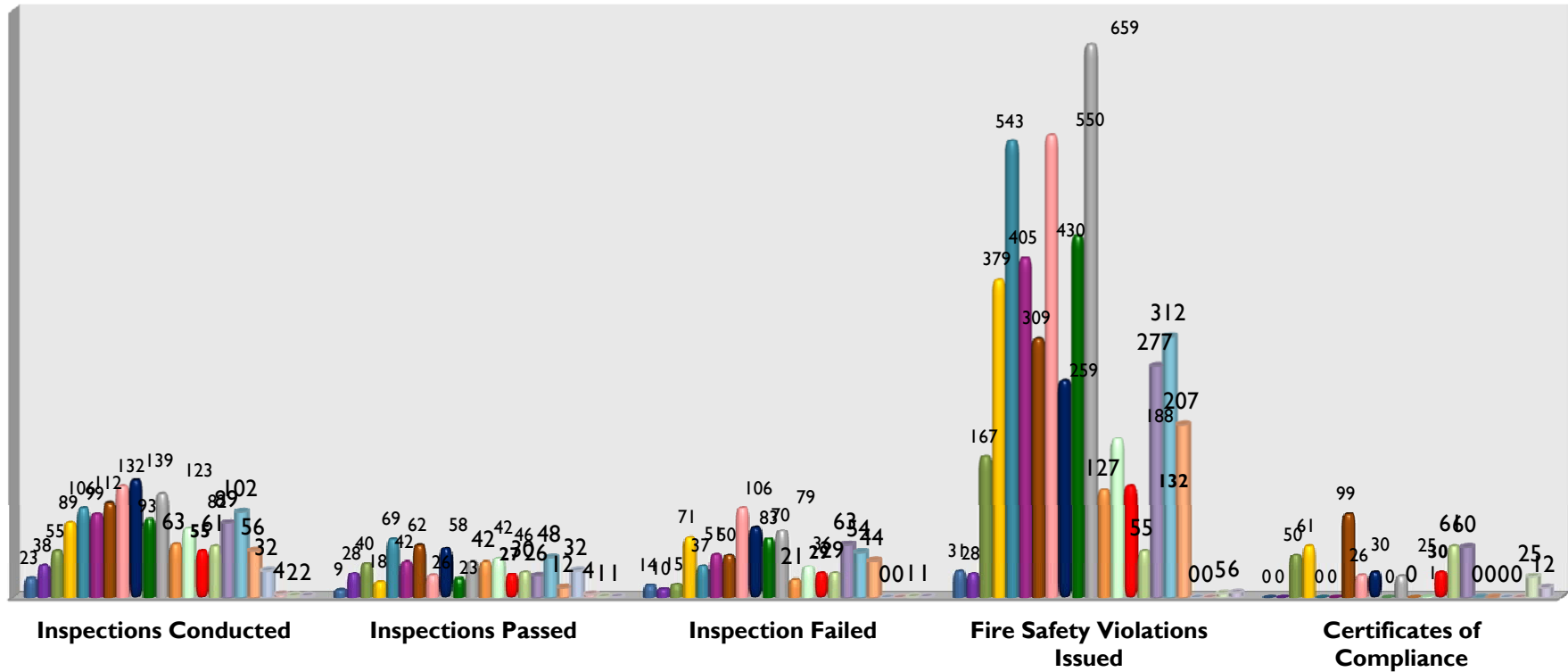
■ Active Cases ■ Closed Cases ■ Compliance Rate





# Department of Code Enforcement Fire Safety Inspection Program

## Fire Safety Inspection Program

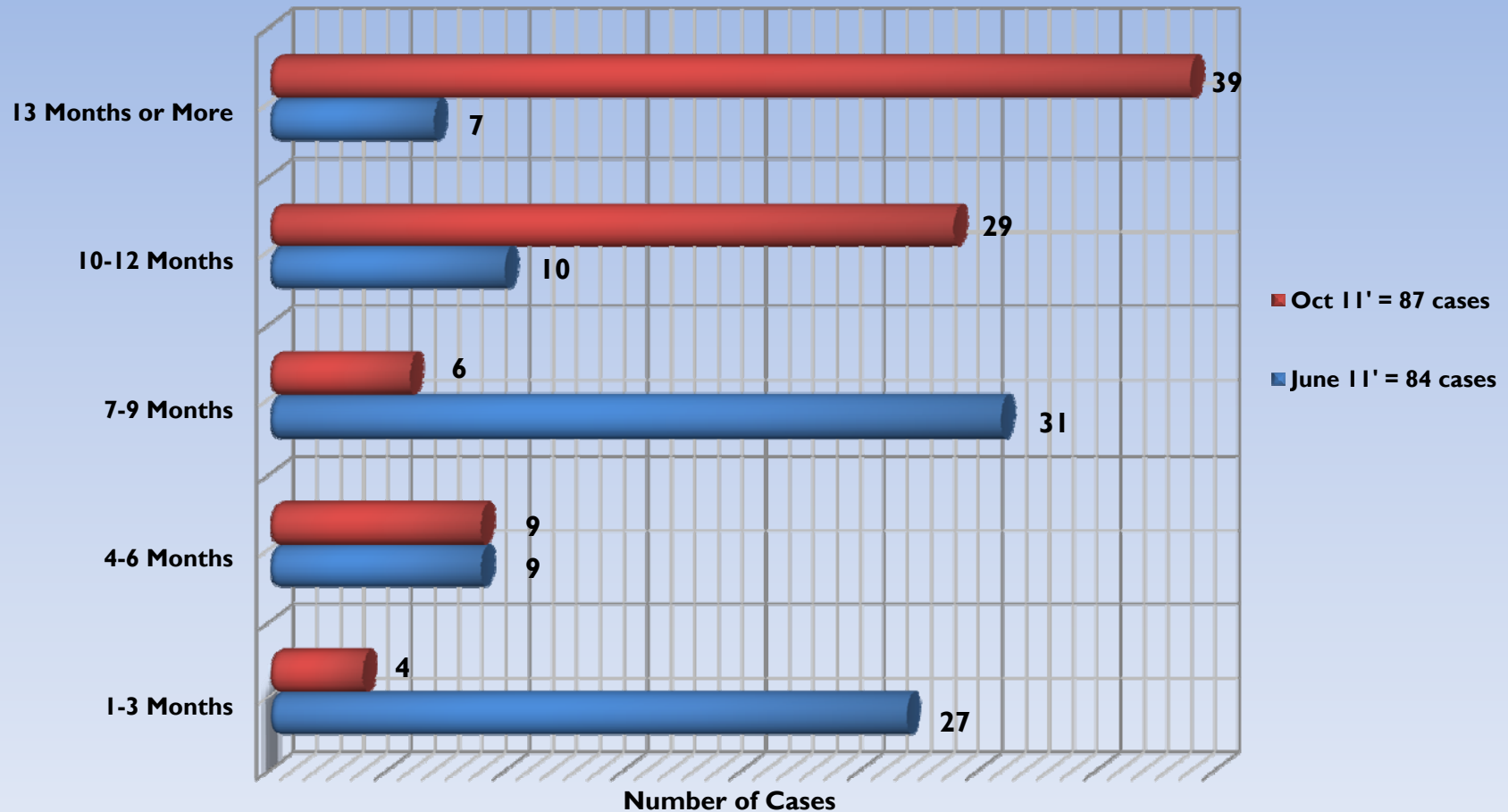




# Department of Code Enforcement

## Life Cycle of an Illegal Dwelling Use/Overcrowding Case

### Court Case Life Cycle





# Department of Code Enforcement Initiatives & Administrative Notes

## Court Proceedings

Over the past few months staff has been analyzing issues that have been recurring in code enforcement case processing through the court system. Staff identified several procedural opportunities and worked closely with the Village Attorney, Village Prosecutor's, and court clerks to improve case management. We focused on reporting, case management, due process, and consistency. A number of improvements have been made but it is still a work in progress.

- ▶ A significant change has been the implementation of a "Stipulation Program" that focuses on stiff but reduced fines, defined compliance requirements and compliance periods, and the reduction of pending cases and trials within the system. The stipulation program has moved about 21 cases that have been lingering in the system towards compliance and has netted over \$55,000.00 in fines in the month of October alone (\$96,000.00 in total penalties including payment plans). Mr. Difabio has collected approximately \$20,000.00 in code enforcement fines from July 2011 to October 2011 (information on total adjudications was not available). Mr. Pierce has collected \$63,822.00 in code enforcement fines from July 2011 to October 2011 (he has had over \$96,000.00 in fines adjudicated in that same period). See attached monthly reports from the Village Prosecutors for the month of October.
- ▶ We currently have **177** cases in total working their way through the court system (overcrowding/illegal dwelling use, Zoning, property maintenance, etc...). Of those, **87 are Illegal Dwelling / Overcrowding cases.**



# Department of Code Enforcement Initiatives & Administrative Notes

- Again, the first **18 Month** cycle of Fire Safety Inspections has been completed with **82%** of all parcels (or 946 out of 1,145 parcels) inspected and/or scheduled for inspection . Our target was 100% by the end of June.
- **199** locations have ignored our repeated attempts to schedule and inspect. These locations are targeted for civil summonses pending processing.
- To date we have collected **\$134,025.00** in Fire Inspection fees.
- To date we have addressed / cited over **5,100** individual fire safety violations through the program.
- Staffing limitations have significantly slowed routine inspections associated with the program. Current recruiting efforts will mediate the slowdown once additional staff is brought on board.
- One CEO has been pulled from fieldwork to monitor and help streamline court processing. The two remaining Fire Inspectors have been focusing on court case preparation, fire inspection follow ups, and complaints.
- Again, there is ongoing coordination with Building Department to rectify/correct/revoke permits and/or CO's that were issued in error (based on deficient plans, fraudulent "Search and CO's", and/or in violation of the code). Zoning violations are now being enforced.



# Department of Code Enforcement Discussion

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