



Village of  
**PORT CHESTER, NEW YORK**

Department of Code Enforcement  
Monthly Report For August 2010

September 20<sup>th</sup>, 2010

By: Christopher D. Steers, Code Enforcement Director



# Department of Code Enforcement Report Contents

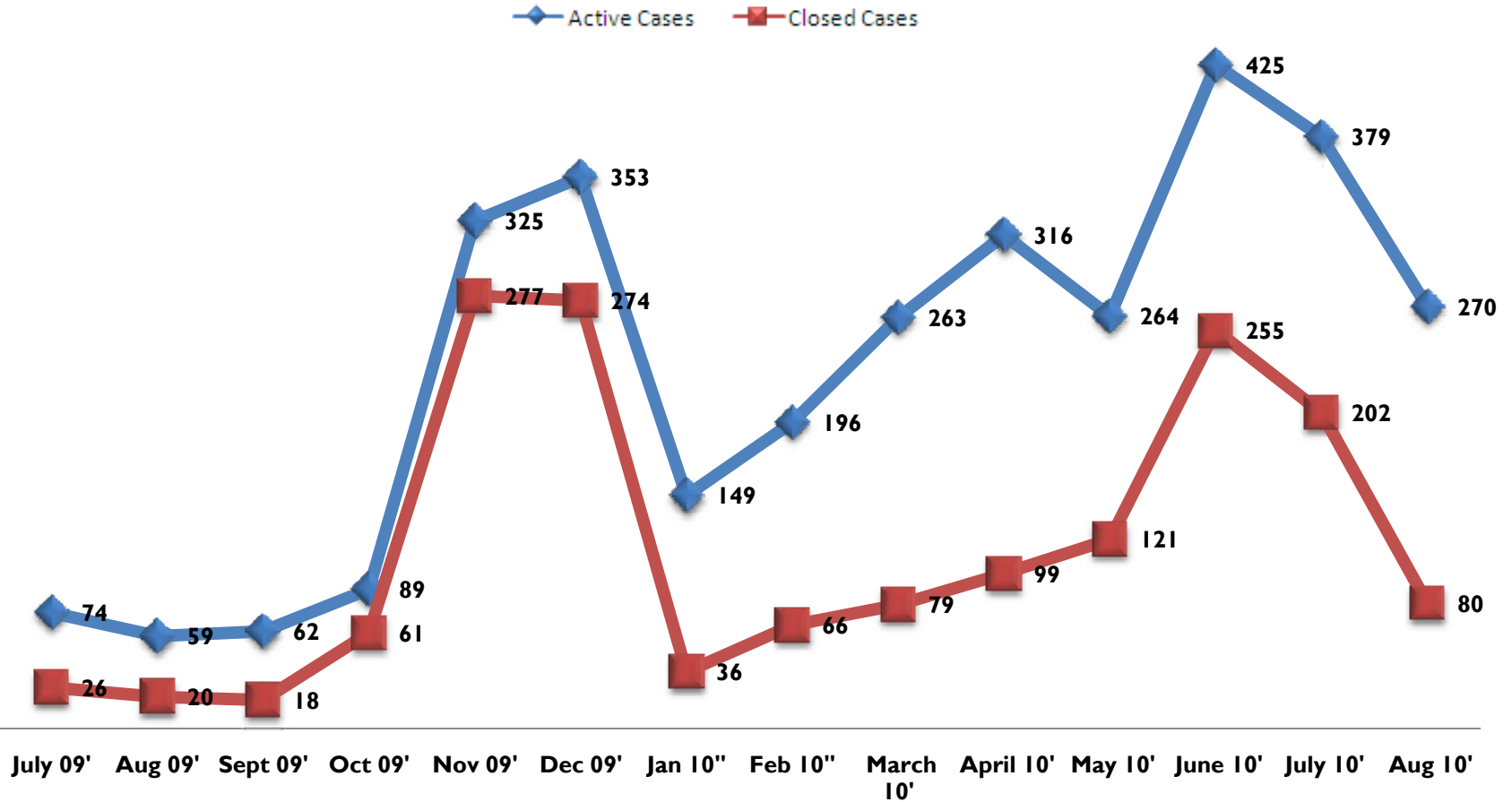
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# Department of Code Enforcement Statistics

## Enforcement Efficiency Trends





# Department of Code Enforcement Statistics

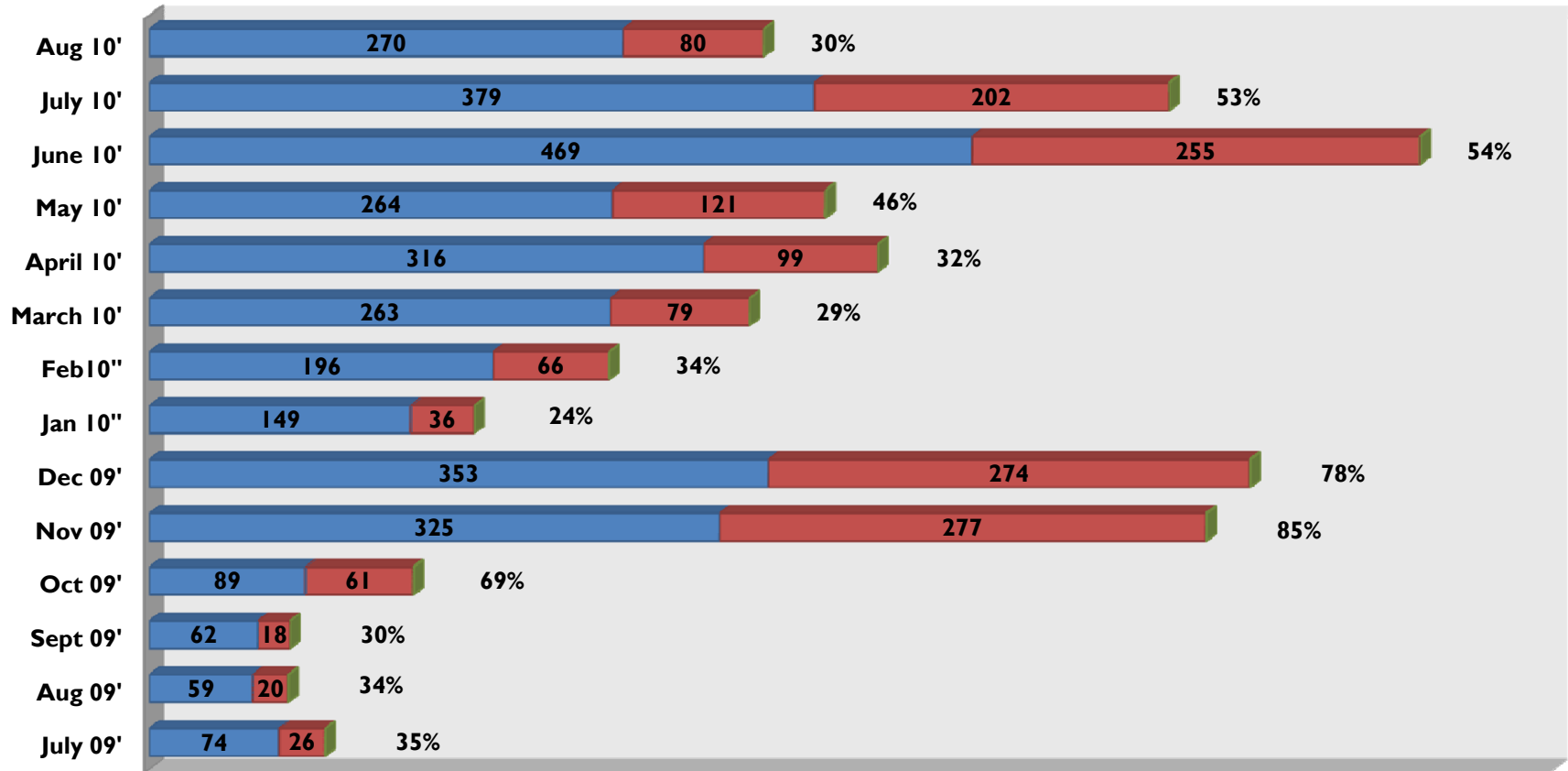
Enforcement Statistics	July 09'	Aug 09'	Sept 09'	Oct 09'	Nov 09'	Dec 09'	Jan 10'	Feb 10'	March 10'	April 10'	May 10'	June 10'	July 10'	Aug 10'
TOTAL # of ACTIVE CASES:	74	59	62	89	325	353	149	196	263	316	264	425	379	270
TOTAL # of CASES CLOSED (with compliance):	26	20	18	61	277	274	36	66	79	99	121	255	202	80
Compliance Rate	35%	34%	30%	69%	85%	78%	24%	34%	29%	32%	46%	60%	53%	30%
<b>Fire Safety Program</b>														
Inspections Conducted	N/A	N/A	N/A	N/A	2	1	23	38	55	89	106	99	112	132
Inspections Passed	N/A	N/A	N/A	N/A	N/A	N/A	9	28	40	18	69	42	62	26
Inspection Failed	N/A	N/A	N/A	N/A	N/A	N/A	14	10	15	71	37	51	50	106
Fire Safety Violations Issued	N/A	N/A	N/A	N/A	N/A	N/A	31	28	167	379	543	405	309	550
Failure to Obtain Inspection*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	17	1	39	41	28	17
Certificates of Compliance	N/A	N/A	N/A	N/A	N/A	N/A	0	0	50	61	0	0	99	26
Fire Safety Inspection Fees	N/A	N/A	N/A	N/A	N/A	N/A	\$5,250	\$2,550	\$8,425	\$9,000	\$8,375	\$13,125	\$15,435	\$13,685
<b>General Violations</b>														
Property Maintenance	25	7	17	6	7	3	10	5	6	15	6	12	8	11
Motor Vehicle	5	6	5	7	3	0	12	1	0	0	0	0	1	0
Graffiti	2	1	1	24	16	4	4	30	34	2	2	0	0	2
Minimum Housing	6	13	6	9	9	5	9	18	11	12	2	0	6	3
Illegal Dwelling Use	1	1	4	17	9	15	8	11	23	28	8	10	9	19
Trash	0	0	0	0	128	193	41	2	45	36	20	110	80	12
Miscellaneous	3	2	0	0	0	0	1	5	0	0	0	0	0	0
<b>Total General Violations</b>	<b>42</b>	<b>30</b>	<b>33</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>Other</b>														
# of Hotline Complaints	61	49	51	90	96	46	44	87	89	79	75	121	126	65
Referrals	UNK	UNK	UNK	UNK	UNK	UNK	UNK	52	19	17	11	20	17	11
Proactive Cases:	UNK	UNK	UNK	UNK	168	213	39	57	73	35	27	106	83	13
Cases Unfounded:	12	6	7	10	13	5	11	10	9	12	8	14	12	18
Cases Carried Over	UNK	UNK	UNK	UNK	52	96	67	109	132	237	114	170	170	192
Appearance Tickets	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2	3	4	15	10	16
Court Summonses Issued	91	2	0	0	4	21	39	18	16	3	5	8	3	21
Court Fines Levied	TBA	TBA	TBA	TBA	TBA	TBA	TBA	\$5,250	\$5,375	\$17,150	\$875	\$20,875	\$13,125	\$14,500
Court Fines Collected	TBA	TBA	TBA	TBA	TBA	TBA	\$3,000	\$4,000	\$3,125	\$2,150	\$875	\$500	\$125	\$1,500
Approximated Inspections	283	181	227	222	715	662	372	364	459	632	528	938	758	540
Right of Entry	9	6	3	15	9	13	1	6	6	9	8	14	11	7



# Department of Code Enforcement Statistics Continued

## Caseloads & Compliance Rates

■ Active Cases ■ Closed Cases ■ Compliance Rate

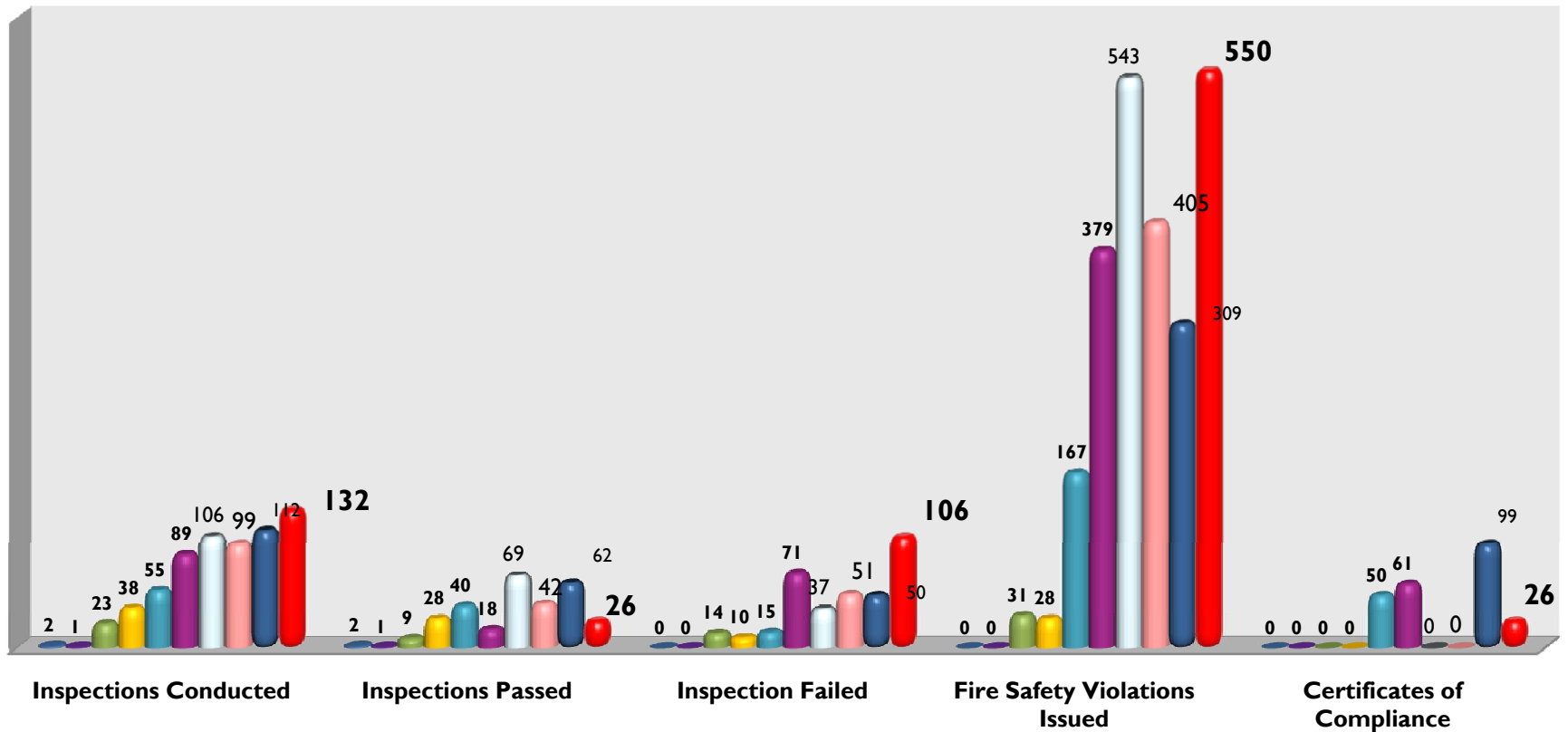




# Department of Code Enforcement Fire Safety Inspection Program

## Fire Safety Inspection Program

■ Nov 09'' ■ Dec 09' ■ Jan 10' ■ Feb 10' ■ March 10' ■ April 10' ■ May 10' ■ June 10' ■ July 10' ■ **Aug 10'**





# Department of Code Enforcement Administrative Notes

- **Staffing:** The adjustment down in numbers (June-August) is attributed to vacation / leave, one CEO being out sick for 4 weeks, and the resignation of another CEO in the month of August. We are currently recruiting for the replacement of one CEO.
- **FS Fees:** To date we have collected \$75,845.00 in Fire Inspection fees.
- **Court:** The RFP for Village Prosecutors has closed and interviews and ranking are underway.  
Updated court calendar tracker is posted on the web.
- **Case Tracking:** Updated case tracking log is posted on the web.
- **Graffiti Law Changes:** Staff has reached out to affected business owners and an informational meeting turned out to be unnecessary. The required signs have been ordered and will be distributed to each affected business owner upon delivery.
- **Municipality Implementation:** Staff has completed and delivered the workbook and data. The upgrades to the LaserFiche software is scheduled for next week. Installation of the Municipality program and data and go-live will be scheduled for October.



# Department of Code Enforcement Initiatives

- **E-mail Opt-in Program:** Attendees of the last code enforcement outreach breakfast suggested that we establish an opt-in program whereby any property owner who so chooses can receive e-mailed copies of any notices of violation, summonses, and/or appearance tickets in addition to the regular acceptable service. This is a good cooperative idea and as part of this new program it is recommended that for solid waste violations a “*clean slate*” is instituted effective October 1<sup>st</sup> due to a significant improvement in voluntary compliance. Formal write up is attached as requested.
- Fire Safety Inspection Program:** Status of utilization of paid Firefighters in the inspection program formal write up and strategy is attached as requested.
- **Code Enforcement Lien Processing:** The Village Attorney has completed the required research on the subject. Certain impediments may exist. The process involves the following: NOV, Remediation, Due Process Hearing, Board affirmation of the Lien, Filing of same with Town Assessor and possibly County public records.



# Department of Code Enforcement Discussion

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