



Village of

PORT CHESTER, NEW YORK

Department of Code Enforcement
Monthly Report For July 2010

August 16th, 2010

By: Christopher D. Steers, Code Enforcement Director



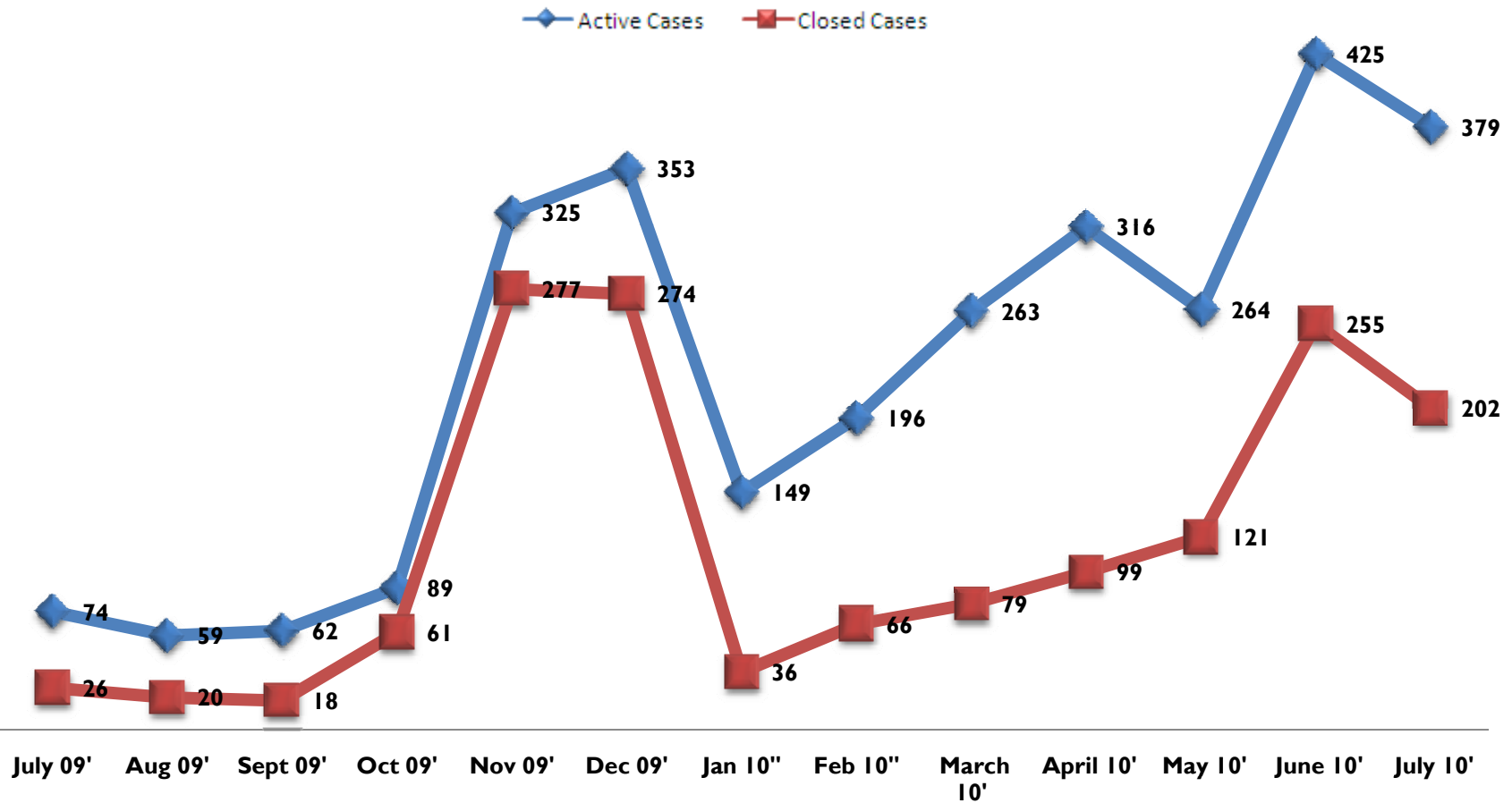
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Department of Code Enforcement Statistics

Enforcement Efficiency Trends





Department of Code Enforcement Statistics

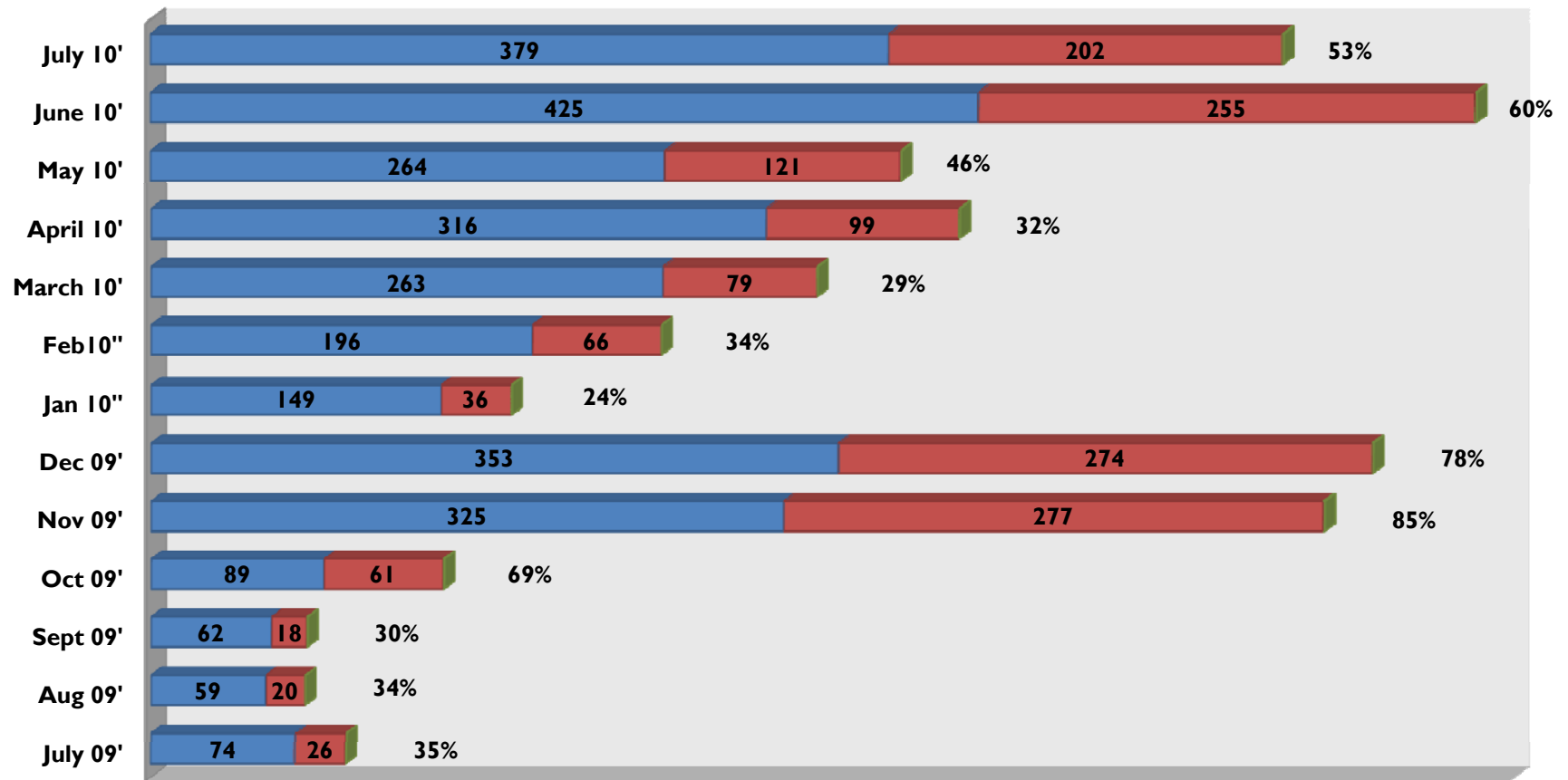
Enforcement Statistics	July 09'	Aug 09'	Sept 09'	Oct 09'	Nov 09'	Dec 09'	Jan 10'	Feb 10'	March 10'	April 10'	May 10'	June 10'	July 10'
TOTAL # of ACTIVE CASES:	74	59	62	89	325	353	149	196	263	316	264	425*	379
TOTAL # of CASES CLOSED (with compliance):	26	20	18	61	277	274	36	66	79	99	121	255	202
Compliance Rate	35%	34%	30%	69%	85%	78%	24%	34%	29%	32%	46%	60%*	53%
Fire Safety Program													
Inspections Conducted	N/A	N/A	N/A	N/A	2	1	23	38	55	89	106	99	112
Inspections Passed	N/A	N/A	N/A	N/A	N/A	N/A	9	28	40	18	69	42	62
Inspection Failed	N/A	N/A	N/A	N/A	N/A	N/A	14	10	15	71	37	51	50
Fire Safety Violations Issued	N/A	N/A	N/A	N/A	N/A	N/A	31	28	167	379	543	405	309
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
Certificates of Compliance	N/A	N/A	N/A	N/A	N/A	N/A	0	0	50	61	0	0	99
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
General Violations													
Property Maintenance	25	7	17	6	7	3	10	5	6	15	6	12	8
Motor Vehicle	5	6	5	7	3	0	12	1	0	0	0	0	1
Graffiti	2	1	1	24	16	4	4	30	34	2	2	0	0
Minimum Housing	6	13	6	9	9	5	9	18	11	12	2	0	6
Illegal Dwelling Use	1	1	4	17	9	15	8	11	23	28	8	10	9
Trash	0	0	0	0	128	193	41	2	45	36	20	110	80
Miscellaneous	3	2	0	0	0	0	1	5	0	0	0	0	0
Total General Violations	42	30	33	53	170	227	85	72	119	93	38	132	104
Other													
# of Hotline Complaints	61	49	51	90	96	46	44	87	89	79	75	121	126
Referrals	UNK	UNK	UNK	UNK	UNK	UNK	UNK	52	19	17	11	20	17
Proactive Cases:	UNK	UNK	UNK	UNK	168	213	39	57	73	35	27	106	83
Cases Unfounded:	12	6	7	10	13	5	11	10	9	12	8	14	12
Cases Carried Over	UNK	UNK	UNK	UNK	52	96	67	109	132	237	114	170	170
Appearance Tickets	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2	3	4	15	10
Court Summonses Issued	91	2	0	0	4	21	39	18	16	3	5	8	3
Court Fines Levied	TBA	TBA	TBA	TBA	TBA	TBA	TBA	\$5,250	\$5,375	\$17,150	\$875	\$20,875	\$13,125
Court Fines Collected	TBA	TBA	TBA	TBA	TBA	TBA	\$3,000	\$4,000	\$3,125	\$2,150	\$875	\$500	\$125
Approximated Inspections	283	181	227	222	715	662	372	364	459	632	528	938	758
Right of Entry	9	6	3	15	9	13	1	6	6	9	8	14	11



Department of Code Enforcement Statistics Continued

Caseloads & Compliance Rates

■ Active Cases ■ Closed Cases ■ Compliance Rate

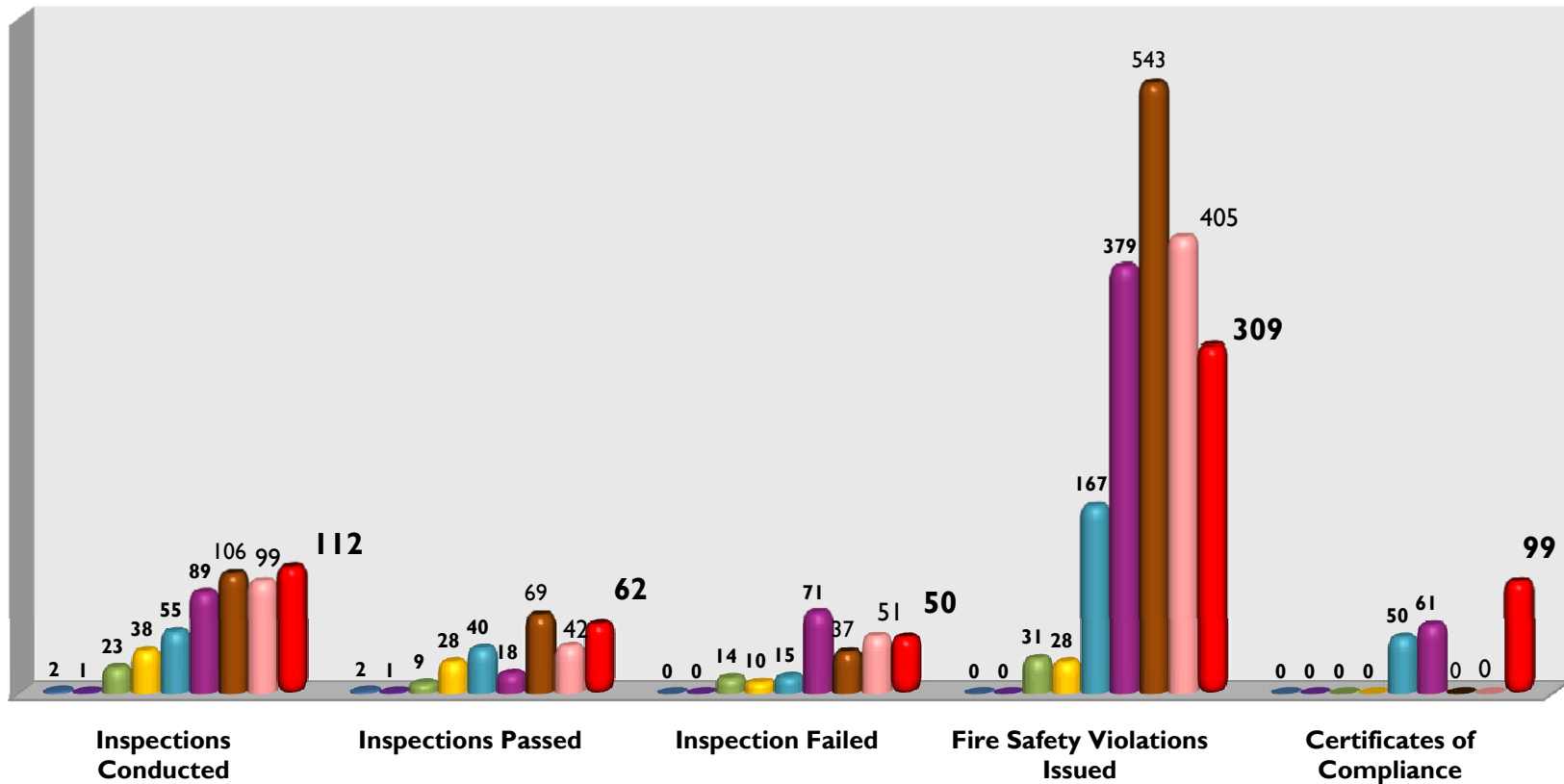




Department of Code Enforcement Fire Safety Inspection Program

Fire Safety Inspection Program

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





Department of Code Enforcement Administrative Notes

- **Staffing:** some staff transition is occurring. One CEO has resigned for personal reasons and another may be retiring. As such the proper recruitment process is underway and we are already receiving applications from qualified candidates.

Additionally, a third CEO is scheduled to be out on medical leave for several weeks beginning in October.

- **FS Fees:** To date we have collected \$62,160.00 in Fire Inspection fees.

- **Court:** The RFP for Village Prosecutors is ready to be issued. The second monthly code enforcement calendar date has been re-established (sample court calendar tracking data is attached).

The process for the application for a warrant for an administrative search has been refined and finalized. Test cases will be moved forward this week.



Department of Code Enforcement Initiatives

➤ **Graffiti Law Changes:** the changes to the local Graffiti Law have been mailed out to the affected business owners (about 30 locations). Staff will coordinate an informational meeting for those same owners on or about September 15th. Staff has investigated the cost of providing the required signs to the business owners: 50 signs will cost about \$825.00.

➤ **Municipality Implementation:** Staff is still completing the various sections of the workbook and data collection. The new server has been installed. The target go live date was on or about August 31st, 2010, realistically we are looking at September.

➤ **Enforcement Outreach:** The Code Enforcement Department hosted its second of a series of community outreach meetings on Friday July 30th. The purpose of the meeting is to follow up with local stakeholders regarding the Village's new enforcement programs, and to open dialogue in order to elicit feedback regarding program efficacy.

We received much positive feedback and some constructive criticism. Attendees suggested that we establish an **E-mail 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 September 1st due to a significant improvement in voluntary compliance.

➤ **General code updates:** I am working with the Village Attorney as tasked by the BOT to look at our existing codes to further strengthen and refine same. Currently we are addressing chapter 197 and the Landlord Registry.



Department of Code Enforcement Discussion

