

# DIVISION OF CODE ENFORCEMENT

## 2013 ANNUAL REPORT



**The** Code Enforcement Division which has been in existence for over 20 years is comprised of two Code Enforcement Officers that work 40 hours a week each, Monday through Friday with alternating weekend coverage for emergencies or call-ins not including special events. A Code Administration Assistant / Accounts payable person assists by handling the designated duties along with other responsibilities that assists the enforcement officers. In addition to everyday fieldwork which includes investigative work they are responsible for logging in calls, documentation of reports, follow-up paperwork, drafting legal documents for court cases, process serving, tracking court cases, monitoring subject properties, communicating with other departments, maintaining a filing system and researching and crafting new codes.



**Annual** training mandated by the State of New York requires each officer to attend a minimum of 26 hours of training in order to maintain certification which is required to continue the work in his or her field. The training conferences continue to provide our Code Administrators with training and information that is required, to stay abreast of the ever changing rules and regulations. In addition the networking with officials from other municipalities provides insight and access to possible laws already created by those communities thereby allowing this department to more efficiently draft new ordinances to benefit our community.



## **EMERGENCY REPORTING™**

Throughout 2013 the office of Code

Administration has received training on a new web base program called Emergency Reporting System (ERS) which allows the Code Department to share property files with the Fire Department creating a more effective and efficient response to complaints. In addition both Code Administrators have incorporated the use of the ERS on portable I pads which are taken into the field eliminating lag time on determining property ownership contact information and reporting.



**During** the past year Code Administration has diligently monitored the construction sites which have needed to access the public right of way in order to safely perform over head work that required cranes and boom lifts. These areas were controlled by a permit process which allowed the Police and Traffic Departments the opportunity to insure compliance with vehicle and traffic regulations which include signage, proper flagging, and street closing procedures as well as pedestrian safety. As we continue to participate in pre construction meetings we have the opportunity to submit acceptable standards and proper forms to contractors and sub contractors preventing unsafe practices within the right of way.



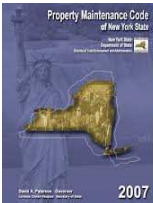
**Code** Administration spent a significant amount of time during the 2013 racing season addressing the significant problem managing the parking issues created by the Taxis, Limousines and Busses dropping off and picking up passengers. After working within the confines of the current traffic pattern it has been determined that Frank Sullivan Way should be considered for one way traffic during the racing season.



**Over** the years an account has been created that allows Code Administration to hire city approved contractors for the purpose of correcting violations on properties that affect the health and safety of the public. Since that inception it was difficult at times to collect any spent funds from property owners that either abandoned their properties thereby forcing mortgage companies to take the properties over usually without communication with the city. The budget line for that expense which is continually being under funded has compelled us to create a remediation ordinance. Chapter 175 titled Cost of Summary Remediation now allows the city to collect any funds expended by attaching the unpaid fees to the tax rolls allowing us to reclaim such funds.



**With** the increase of publicly held special events the popularity has caused an increase in attendance elevating the need for Code Officers to be involved monitoring the operation of each participant ensuring all safety precautions are met



**Code** Administration continues to be diligent in monitoring properties and responding to complaints within the city limits to insure compliance with all applicable New York State Property Maintenance and City Codes including zoning regulations pertaining to privately owned residential, commercial or industrial properties.

**Attached** you will find the areas of jurisdiction that the Code Enforcement officials have within the New York State Building Code, Saratoga Springs City Code and the City Zoning Ordinances.