

# OFFICE OF CODE ENFORCEMENT

## 2014 ANNUAL REPORT



**The** Code Enforcement Division which has 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. **The position of Code Administration Assistant has evolved over the years and has proven to be an asset to the department. In the very near future due to the increased work load, it is recommended that the Code Administration Assistant position be separated from the Accounts Payable position in order to effectively function.**

During the 2014 year the Office of Code Administration has logged and responded to over 1500 complaints and requests for assistance.



**Each officer continues to attend the 26 hour training** mandated by the State of New York. 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 valuable insight. Although training isn't mandated for the Code Administration Assistant it is highly recommended to increase efficiency and effectiveness throughout the department.



**EMERGENCY  
REPORTING™**

The Office of Code Administration continues to

utilize the 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. 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. The data base continues to grow.



Code Administration continues to diligently monitor the construction sites which have needed access to 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.



**During** the 2014 summer season Code Administration

continued to monitor outdoor music venues insuring compliance with the amended Noise Ordinance which set in place decibel measurements which decreased violations as well as complaints.



**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. **UPDATE:** The city council unanimously approved the new traffic plan creating a one way traffic pattern during the racing meets. The traffic pattern change was a success. There was a significant decrease in traffic related problems in addition to a more controlled method of allowing taxi, limousines and tour busses access to the Clubhouse gate for pick up and drop offs.



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.

Chapter 175 titled "Cost of Summary Remediation" continues to allow the city to collect any funds expended by attaching the unpaid fees to the tax rolls allowing us to reclaim such funds.



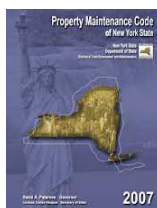
The Vacant Building registration continues to evolve. Follow up letters with appearance tickets were issued to property owners that continue to remain vacant and unregistered. The data collected from the registration program has proven to be valuable information for the Department of Public Safety. The collected information has been a time saver when issues arise at the property.



**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. **During the 2014 event with the cooperation of the Police, Fire Inspectors and the New York State Department of Health Inspectors we were able to have better coverage and oversight.**



**During 2014 The Office of Code Administration has met weekly with the Deputy Mayor, City Attorney, Building and Fire Officials to discuss and review ordinances that may need modification or the development of new codes. The meetings also allow the different departments an opportunity to share and discuss enforcement procedures within their jurisdiction.**



**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.



# Saratoga Springs

Department of Public Safety

Office of Code Administration

2014 Annual Report