

FIRE PREVENTION & BUILDING CODE ENFORCEMENT  
WARREN COUNTY MUNICIPAL CENTER  
1340 STATE ROUTE 9  
LAKE GEORGE NY 12845

Karen Putney  
Administrator

518 761-6542  
FAX 518 761-6564  
E-mail fpbc@co.warren.ny.us

TO: PUBLIC SAFETY COMMITTEE  
FIRE PREVENTION & BUILDING CODE ENFORCEMENT

FROM: KAREN PUTNEY, ADMINISTRATOR

DATE: AUGUST 26, 2010

RE: AGENDA

---

FIRE PREVENTION & BUILDING CODES PORTION

- I. COMMITTEE MEETING CALLED TO ORDER
- II. OLD BUSINESS
  - A. FINE PROCESS FOR EXPIRING PERMITS AND CONSTRUCTION DONE WITHOUT PERMITS—this has not been addressed; does the committee want to pursue this; we can look at other municipalities and see what is done; any fines generated will be revenues for the towns not the county.
  - B. COMMITTEE TO REVIEW ENTIRE FEE SCHEDULE-will be tabled for a future meeting (
  - C. ENFORCEMENT ISSUES AND COURT ACTIONS
- III. REPORTS/DISCUSSIONS/UPDATES
  - A. MONTHLY ACTIVITY REPORT (May, June and July) At the end of July of this year we were down 14% in revenues from 2009 and down 5% in permit issuance numbers from 2009. As of last Friday we are 13% down in revenues from 2009 and 6% down in permit issuance numbers from 2009. We are looking at a shortfall in our revenues for this year. At the current rate of revenues we may make \$97,500, we projected \$112,000. We need to make an average of \$2,650 a week for the balance of the year to meet our projected revenue fee.
  - B. BUDGET PERFORMANCE REPORT—again, it reflects a shortfall in revenues.
  - C. DISCUSSION
    1. Budget Meetings and outcome (part-time position)
    2. Employee to be out on sick leave

**BUILDING CODE ENFORCEMENT**

ACTIVITY REPORT FROM 04/30/2010-05/27/2010

*(May)*

		No. of Permits			
		04/30/2010-05/27/2010		01/01/2010-05/27/2010	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	0
A2	Assembly Group	0	0	1	1
A3	Assembly Group	0	0	1	2
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	1	1	4
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	6	0	19	0
E1	Educational Group	0	0	0	0
F1	Factory Group	0	0	0	0
F2	Factory Group	0	0	0	0
H1	High-Hazard Group	0	0	0	0
H2	High-Hazard Group	0	0	0	0
H3	High-Hazard Group	0	0	0	0
H4	High-Hazard Group	0	0	0	0
H5	High-Hazard Group	0	0	0	0
I1	Institutional	0	0	0	0
I2	Institutional	0	0	0	0
I3	Institutional	0	0	0	0
I4	Institutional	0	0	0	0
M1	Mercantile	0	2	0	3
P1	Permit Renewals	39	0	142	0
R1	Residential Group	0	3	0	7
R2	Residential Group	0	3	0	4
R3	Residential Group	0	0	0	0
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	2	1	4	1
S1	Storage	0	0	0	0
S2	Storage	0	0	0	0
SF	SINGLE FAMILY DWELLING	4	22	21	51
TF	TWO FAMILY DWELLING	0	1	0	1
TH	TOWNHOUSE	0	0	0	0
U1	Miscellaneous	12	3	41	4
<b>Permit Subtotal</b>		63	36	230	78
<b>Permit Total</b>		99		308	

\_\_\_\_\_ Field Inspections

\_\_\_\_\_ Public Assembly Inspections

\$10,386.00 \_\_\_\_\_ Total Fees For Date Range

\_\_\_\_\_ Fire Inspections

**WARREN COUNTY DEPARTMENT OF FIRE PREVENTION &  
BUILDING CODE ENFORCEMENT**

ACTIVITY REPORT FROM 05/28/2010-06/24/2010

*(June)*

		No. of Permits			
		05/28/2010-06/24/2010		01/01/2010-06/24/2010	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	0
A2	Assembly Group	0	0	1	1
A3	Assembly Group	0	0	1	2
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	1	1	5
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	5	0	24	0
E1	Educational Group	0	0	0	0
F1	Factory Group	0	0	0	0
F2	Factory Group	0	0	0	0
H1	High-Hazard Group	0	0	0	0
H2	High-Hazard Group	0	0	0	0
H3	High-Hazard Group	0	0	0	0
H4	High-Hazard Group	0	0	0	0
H5	High-Hazard Group	0	0	0	0
I1	Institutional	0	0	0	0
I2	Institutional	0	0	0	0
I3	Institutional	0	0	0	0
I4	Institutional	0	0	0	0
M1	Mercantile	0	0	0	3
P1	Permit Renewals	37	0	179	0
R1	Residential Group	0	2	0	9
R2	Residential Group	0	0	0	4
R3	Residential Group	0	0	0	0
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	0	0	4	1
S1	Storage	0	1	0	1
S2	Storage	0	0	0	0
SF	SINGLE FAMILY DWELLING	6	20	27	71
TF	TWO FAMILY DWELLING	0	1	0	2
TH	TOWNHOUSE	4	4	4	4
U1	Miscellaneous	8	0	49	4
<b>Permit Subtotal</b>		60	29	290	107
<b>Permit Total</b>		89		397	

\_\_\_\_\_ Field Inspections  
 \$11,612.00 Total Fees For Date Range

\_\_\_\_\_ Public Assembly Inspections  
 \_\_\_\_\_ Fire Inspections

**BUILDING CODE ENFORCEMENT**

ACTIVITY REPORT FROM 06/25/2010-07/29/2010

*(July)*

		No. of Permits			
		06/25/2010-07/29/2010		01/01/2010-07/29/2010	
		New Const.	Add. or Alter.	New Const.	Add. or Alter.
A1	Assembly Group	0	0	0	0
A2	Assembly Group	0	1	1	2
A3	Assembly Group	0	0	1	2
A4	Assembly Group	0	0	0	0
A5	Assembly Group	0	0	0	0
B1	Business	0	0	1	5
B2	Business	0	0	0	0
B3	Business	0	0	0	0
D1	Demolition	3	0	27	0
E1	Educational Group	0	0	0	0
F1	Factory Group	0	0	0	0
F2	Factory Group	0	0	0	0
H1	High-Hazard Group	0	0	0	0
H2	High-Hazard Group	0	0	0	0
H3	High-Hazard Group	0	0	0	0
H4	High-Hazard Group	0	0	0	0
H5	High-Hazard Group	0	0	0	0
I1	Institutional	0	0	0	0
I2	Institutional	0	0	0	0
I3	Institutional	0	0	0	0
I4	Institutional	0	0	0	0
M1	Mercantile	1	0	1	3
P1	Permit Renewals	29	0	208	0
R1	Residential Group	0	1	0	10
R2	Residential Group	0	1	0	5
R3	Residential Group	0	0	0	0
R4	Residential Group	0	0	0	0
RM	Residential Manufactured Home	6	0	10	1
S1	Storage	0	0	0	1
S2	Storage	0	0	0	0
SF	SINGLE FAMILY DWELLING	5	17	32	88
TF	TWO FAMILY DWELLING	0	1	0	3
TH	TOWNHOUSE	0	0	4	4
U1	Miscellaneous	20	0	69	4
<b>Permit Subtotal</b>		64	21	354	128
<b>Permit Total</b>		85		482	

\_\_\_\_\_ Field Inspections

\_\_\_\_\_ Public Assembly Inspections

\$10,277.00 Total Fees For Date Range

\_\_\_\_\_ Fire Inspections

# Budget Performance Report

Fiscal Year To Date: 8/23/2010

Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	Rec'd	% Used/	Prior Year Total
<b>Fund: A General</b>											
<b>REVENUE</b>											
<b>Department: 3620 Building &amp; Fire Code</b>											
2590	Building Permits	\$112,000.00	\$0.00	\$112,000.00	\$5,347.00		\$0.00	\$52,209.12	53%		\$126,251.16
2655	Minor Sales, Other	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$0.00
2770	Other Unclassified Revenue	\$100.00	\$0.00	\$100.00	\$16.00		\$0.00	\$33.75	66%		\$251.00
<b>Department: 3620 Building &amp; Fire Code</b>											
<b>Totals:</b>		\$112,100.00	\$0.00	\$112,100.00	\$5,363.00		\$0.00	\$52,242.87	53%		\$126,502.16
<b>REVENUE Totals:</b>		\$112,100.00	\$0.00	\$112,100.00	\$5,363.00		\$0.00	\$52,242.87	53%		\$126,502.16
<b>EXPENSE</b>											
<b>Department: 3620 Building &amp; Fire Code</b>											
110	Salaries - Regular	\$232,942.00	\$0.00	\$232,942.00	\$17,758.04		\$0.00	\$89,989.78	61%		\$225,173.66
120	Salaries - Overtime	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$5,509.93
130	Salaries - Part Time	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$0.00
140	Salaries - Sick Leave Incentive	\$1,600.00	\$0.00	\$1,600.00	\$0.00		\$0.00	\$1,600.00	0%		\$800.00
210	Furniture/Furnishings	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$0.00
220	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$104.99
230	Automotive Equipment	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$0.00
410	Supplies	\$3,800.00	(\$42.04)	\$3,757.96	\$0.00		\$0.00	\$859.49	23%		\$1,851.54
418	Ins-General Liability	\$1,425.00	\$0.00	\$1,425.00	\$0.00		\$0.00	\$113.75	92%		\$1,400.14
421	Equipment Rental	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$0.00
422	Repair/Maint-Equipment	\$650.00	(\$60.00)	\$590.00	\$0.00		\$0.00	\$590.00	0%		\$684.69
423	Telephone	\$600.00	\$0.00	\$600.00	\$54.59		\$0.00	\$291.96	51%		\$489.50
424	Postage	\$1,500.00	\$0.00	\$1,500.00	\$0.00		\$0.00	\$895.27	40%		\$1,116.47
426	Subscriptions	\$850.00	\$42.04	\$892.04	\$0.00		\$0.00	\$892.04	100%		\$860.90
427	Memberships & Dues	\$350.00	\$0.00	\$350.00	\$0.00		\$0.00	\$350.00	100%		\$350.00
428	Data Processing & Internet Fees	\$225.00	\$0.00	\$225.00	\$0.00		\$0.00	\$225.00	100%		\$270.00
439	Misc Fees & Expenses	\$0.00	\$60.00	\$60.00	\$0.00		\$0.00	\$0.00	0%		\$441.00
441	Auto-Supplies & Repair	\$1,900.00	\$0.00	\$1,900.00	\$0.00		\$0.00	\$1,405.06	74%		\$670.66
442	Automotive - Gas & Oil	\$8,900.00	\$0.00	\$8,900.00	\$582.02		\$0.00	\$2,964.16	33%		\$6,032.64
444	Travel/Education/Conference	\$500.00	\$0.00	\$500.00	\$0.00		\$0.00	\$495.00	99%		\$1,235.00
453	Uniforms & Clothing	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$539.17
810	Retirement	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$0.00
830	Social Security	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$0.00
831	Medicare Contribution	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$0.00
840	Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$0.00
850	Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$0.00
855	Disability	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$0.00
860	Hospitalization	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$0.00
865	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$0.00

# Budget Performance Report

Fiscal Year To Date: 8/23/2010

Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: A General	EXPENSE										
	Department: 3620 Building & Fire Code										
	Totals:										
	EXPENSE Totals	\$255,242.00	\$0.00	\$255,242.00	\$18,394.65	\$0.00	\$152,366.99	\$102,875.01	\$102,875.01	60%	\$247,730.29
	Revenue Totals:	\$112,100.00	\$0.00	\$112,100.00	\$5,363.00	\$0.00	\$59,857.13	\$52,242.87	\$52,242.87	53%	\$126,502.16
	Expenditure Totals:	\$255,242.00	\$0.00	\$255,242.00	\$18,394.65	\$0.00	\$152,366.99	\$102,875.01	\$102,875.01	60%	\$247,730.29
	Fund Totals: General	(\$143,142.00)	\$0.00	(\$143,142.00)	(\$13,031.65)	\$0.00	(\$92,509.86)	(\$50,632.14)	(\$50,632.14)		(\$121,228.13)
	Revenue Grand Totals:	\$112,100.00	\$0.00	\$112,100.00	\$5,363.00	\$0.00	\$59,857.13	\$52,242.87	\$52,242.87	53%	\$126,502.16
	Expenditure Grand Totals:	\$255,242.00	\$0.00	\$255,242.00	\$18,394.65	\$0.00	\$152,366.99	\$102,875.01	\$102,875.01	60%	\$247,730.29
	Grand Totals:	(\$143,142.00)	\$0.00	(\$143,142.00)	(\$13,031.65)	\$0.00	(\$92,509.86)	(\$50,632.14)	(\$50,632.14)		(\$121,228.13)

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: FIRE PREVENTION & BLDG. CODES  
Name of Department

SIGNED: *Karen Putney*

DATE: 8/26/2010

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3620 140	SALARIES SICK LEAVE INCENTIVE	A.3620 130	SALARIES PART-TIME	\$ 400.00
A.3620 442	AUTO-GAS & OIL	A.3620 130	SALARIES PART-TIME	\$1,900.00

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested: AS DISCUSSED AND APPROVED AT 8/26/2010 COMMITTEE MEETING, MONEY IS FOR TEMPORARY PART-TIME HELP WHILE ANOTHER EMPLOYEE IS OUT ON DISABILITY.

\*Please note: All amounts must be in whole dollars – no cents.

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request: